



**Minutes**  
 CHAPMAN MILLS SCHOOL COUNCIL MEETING  
**Wednesday, November 15th<sup>th</sup>** – 7 p.m. in the school staff room.

Present: Howard Martin, Kendra Bonnell, Colleen Powe, Shawn Hocking, Katrina Parker-Smith, Jennifer Earle, Cam Krisciunas, Jasmine Bhatena, Patricia Smith, Amy Ruff, Neil Drimer, Bahaa Sunallah, Kelly-Ann Waung

Regrets: Stephanie Poulton, Marva Major, Catherine Ghiourelotis, Vijay Muthucumarasamy, Nita Tandon, Luc Poirier

Item	Agenda topic	Presenter
1.	<b>Welcome and Introductions</b>	Jenn Earle
2.	<b>Update from the Principal’s Office</b> <ul style="list-style-type: none"> <li>● Fire drill today – went very well; 3<sup>rd</sup> one since start of year</li> <li>● Parent-teacher conferences next week → new system this year to schedule is working well</li> <li>● School mission statement – will look to start to develop in new year</li> <li>● Payment system: to move towards online system by Feb 1<sup>st</sup> for all school payments</li> </ul>	Shawn Hocking
3.	<b>Update from the Teacher Rep</b> <ul style="list-style-type: none"> <li>● <b>Bordenball</b> <ul style="list-style-type: none"> <li>○ Bordenball intramurals every recess for Grades 3-6 girls and boys until the end of November. The Tier 1 and Tier 2 teams will be selected from students playing in intramurals. There are close to 200 students who signed up for intramurals.</li> <li>○ <b>Wednesday, December 6th</b> - Girls Tier 2 Bordenball Tournament @ Kars on the Rideau: Grades 3, 4 &amp; 5: Coached by Ms. Akeson</li> <li>○ <b>Thursday, December 7th</b> - Boys Tier 2 Bordenball Tournament @ Kars on the Rideau: Grade 3, 4, 5: Coached by Mr. T</li> <li>○ <b>Monday December 18th</b> - Girls Tier 1 Bordenball Tournament @ Adrienne Clarkson: Grade 6: Coached by Ms. Powe</li> <li>○ <b>Tuesday December 19th</b> - Boys Tier 1 Bordenball Tournament @ Adrienne Clarkson: Grade 6: Coached by Mr. T</li> </ul> </li> <li>● <b>Birthday Book Club:</b> Meets every Friday in the library with Mme. Meaghan. All students in Grades 1-6 are invited to come and listen to the books purchased by parents for the library for a student’s birthday.</li> <li>● <b>Chess Club:</b> Mme. Noel has started up chess club. Students in Grades 1-6 are invited throughout the week to go and learn how to play chess in the library.</li> <li>● <b>Art Club:</b> Ms. Allan will be starting an Art Club for Grades 3-6 students. She had the initial meeting for this club the other day.</li> </ul>	Colleen Powe

	<ul style="list-style-type: none"> <li>● <b>Math Bulletin Board:</b> There is a different boggle board where students can find math problems and record their solutions for other students to see, as well as a problem of the week for Primary and Junior students that is shared over the announcements each week and posted on the bulletin board for students to try to solve.</li> <li>● <b>Grade 2s Travel to Africa at the end of the month:</b> We have 5 rotations that each class goes through. We will be doing drumming, African games, a read aloud, an art activity, learning about some of the animals, and another activity to be decided. Each activity is based on a different country in Africa. At the end of the day, we will be getting together to do some dancing. If there is any parent who would like to make a presentation about Africa, that would be great. Probably not on that day since it is pretty busy, but at some point in this month.</li> <li>● <b>Character Bulletin Board:</b> The bulletin board by the main entrance leading out to the school yard is going to be focusing on how our school community demonstrates our character. The bulletin board will be up all year and the title is "Living Character in our Classrooms". Classes can sign up to share what they are doing related to well-being and character ed with our school community. This month Mrs. Norman's class shared their ideas related to kindness and Mme Lynch's class discussed appreciation, specifically what we appreciate and HOW we show our appreciation for those things. Students used an app called Draw and Tell on the iPad to draw what they appreciate and record how they show their appreciation. Their work can be viewed by scanning the QR codes on the bulletin board with your smart phone. (Instructions are on the bulletin board.)</li> <li>● <b>Book Fair:</b> Next week - student's viewing day is Tuesday, buying day is Wednesday, and then it will also be open during interview times. All students in Grades 1-6 will have the opportunity to visit the book fair during school hours.</li> <li>● <b>Action:</b> Jasmine to circulate via email and social media request for parents to volunteer/contribute for Grade 2 Africa culture week</li> </ul>	
4.	<p><b>Finances</b></p> <ul style="list-style-type: none"> <li>● Cam circulated CMPS Treasury Summary, with current account balance: \$32,102.67 (with all revenue from lunch program, and excluding anticipated lunch program expenses)</li> <li>● Question raised about confirming process to approve \$1017 towards Saidat Show (out of previously approved \$7000 for Marva to spend on school activities) → <ul style="list-style-type: none"> <li>○ <b>Action:</b> Cam to follow up with Marva</li> </ul> </li> <li>● <b>Motion:</b> Cam moves to borrow \$850 towards paying for Sneaky Math night (with anticipated \$850 PRO grant still to be received) Katrina seconded; all present voted in favour</li> <li>● <b>Action:</b> Table discussion on fundraising and expenditures with Marva for future council meeting</li> <li>● <b>Action:</b> Cam to ask about Stephanie about Parent Involvement Funding \$500</li> </ul>	Cam Krisciunas
5.	<b>Lunch Program Update</b>	Kelly-Ann

	<ul style="list-style-type: none"> <li>● Nothing new to report</li> <li>● <b>Action:</b> Kelly-Ann to determine number of actual lunch orders vs. movie night orders from Hot lunch website</li> <li>● <b>For future meeting:</b> To explore strategic price point for lunch program</li> </ul>	Waung
6.	<p><b>Fundraising &amp; Events</b></p> <ul style="list-style-type: none"> <li>● Oct Movie night: 300 attendees; ~ \$1400-1500 net proceeds (online and cash) <ul style="list-style-type: none"> <li>○ Lessons learned: <ul style="list-style-type: none"> <li>▪ Develop procedural guidelines about handling cash, e.g. 2 people should count cash at actual event night</li> <li>▪ Need cash boxes and clicker (to easily count attendees)</li> </ul> </li> <li>○ <b>Action:</b> Howard to draft general procedures for running movie night prior to next scheduled one</li> <li>○ <b>Action:</b> Kelly to pull exact number of online orders for movie night</li> <li>○ <b>Motion:</b> Jenn moves to buy 2<sup>nd</sup> cash box and tally counter; Cam seconds it; all present voted in favour</li> <li>○ <b>Action:</b> Cam to purchase cash box and tally counter</li> </ul> </li> <li>● Indigo Fundraising Night (Nov 7<sup>th</sup>): great success → over \$3000 in books purchased with \$619.13 received in Indigo gift cards towards CMPS library books <ul style="list-style-type: none"> <li>○ <b>Action:</b> Patricia to develop procedural guidelines for Indigo Fundraising Night</li> </ul> </li> <li>● Possible concerns about parents sending cash to teachers to pay for movie night and lunches → online payment or cash at door is preferred (but instructions on Hot lunch website would need to change) <ul style="list-style-type: none"> <li>○ <b>Action:</b> Kelly-Ann to explore changing instructions on Hot Lunch websites</li> </ul> </li> <li>● Comet clothing: suggested to decrease number of clothing options and colour schemes to avoid confusion → suggested to limit to tuques, hoodies and t-shirts with possibility of ordering for Christmas <ul style="list-style-type: none"> <li>○ <b>Action:</b> Howard will explore and update Council secretarially</li> </ul> </li> </ul>	Howard Martin
7.	<p><b>Communications Update</b></p> <ul style="list-style-type: none"> <li>● Fairly active with campaigns for Sneaky Math, Movie night and Indigo Night</li> <li>● Will pitch upcoming book fair on social media</li> <li>● Website: <ul style="list-style-type: none"> <li>○ Limited uptake</li> <li>○ School websites all have link to council webpage or dedicated website <ul style="list-style-type: none"> <li>▪ Possibility of giving access to Jasmine to control council webpage</li> </ul> </li> <li>○ <b>Action:</b> Shawn and Jasmine to follow up with Janice re: website</li> </ul> </li> <li>● Social media: <ul style="list-style-type: none"> <li>○ Goal to provide more current updates about school activities, etc, but is</li> </ul> </li> </ul>	Jasmine Bhatena

	<p>dependent on receiving up-to-date info from school/teachers which may not be feasible;</p> <ul style="list-style-type: none"> <li>○ Instead all to share relevant pics/info to Jasmine about council activities for her to post</li> <li>● <b>For future meeting: How to handle multiple solicitation emails that go to Council email</b></li> </ul>	
8.	<p><b>OCASC Update</b></p> <ul style="list-style-type: none"> <li>● Luc no longer able to attend OCASC meetings so Katrina seeking volunteers to share OCASC coordinator role with her <ul style="list-style-type: none"> <li>○ <b>Action: All to contact Katrina if able to share role</b></li> </ul> </li> <li>● OCDSB app coming, and will have timely info, e.g. snow day alerts</li> <li>● Speaker series (Nov 18)</li> <li>● Chalk it up (via Facebook now) <ul style="list-style-type: none"> <li>○ Childcare at Council meetings: different schools doing different things, e.g. Pathfinders or high school volunteers, but need to consider issues such as insurance if go this route <ul style="list-style-type: none"> <li>▪ <b>Action: Cam to connect with Katrina re: different options</b></li> </ul> </li> </ul> </li> </ul>	Katrina Parker-Smith
9.	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>● Sneaky Math: Nov 22 - 6:30 to 8pm <ul style="list-style-type: none"> <li>○ Need AV, mic and laptop help → Colleen to ask Scott for help (or Colleen can help)</li> <li>○ Shawn to ask EDP to leave gym by 5:45</li> </ul> </li> <li>● Afterschool clubs (or during EDP, lunch, weekend, evenings) possibly led by parent volunteers <ul style="list-style-type: none"> <li>○ Shawn – if fees, then kids get excluded; logistics may be complex (e.g. insurance); <ul style="list-style-type: none"> <li>▪ <b>Action: Katrina to ask (via Chalk it Up) if other schools do this type of activity and logistics involved</b></li> <li>▪ <b>Action: Jasmine to ask Marva if supportive of this type of activity and also do some reconnaissance work with other public schools, e.g. 1<sup>st</sup> Avenue Public School and table for another meeting</b></li> </ul> </li> </ul> </li> <li>● Childcare for Council meetings <ul style="list-style-type: none"> <li>○ How many council members would make use of childcare?</li> <li>○ Would this increase greater parents' participation in council meetings? <ul style="list-style-type: none"> <li>▪ Feedback was that current council members can bring children to meetings if need to, but not something that needs to be actioned immediately</li> <li>▪ Otherwise, consider future survey of CMPS community to determine need</li> </ul> </li> </ul> </li> <li>● Jenn motioned to adjourn meeting, seconded by Bahaa. The meeting ended at 8:51pm.</li> </ul>	Jenn  Jasmine       Bahaa

	<ul style="list-style-type: none"><li>• Change next meeting to Dec 13 from Dec 20</li></ul>	
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**Next meeting: December 13**