



Minutes
 CHAPMAN MILLS PUBLIC SCHOOL COUNCIL MEETING
Wednesday April 17, 2019 – 7 p.m. in the school staff room

Present: Catherine Ghioureliotis, Staci Brunet, Christine Cardill (Vice-Principal), Melanie Crichton (Teacher Rep), Kim Davis, Marva Major (Principal), Kelly-Ann Waung, Neil Drimer, Howard Martin, Jasmine Bathena, Katrina Parker-Smith, Mital Patel, Bahaa Sunallah (at 8pm), Stephanie Monette

Regrets: Jennifer Patton, Stephanie Poulton

Item	Agenda topic	Presenter
1.	<p>Welcome (10)</p> <p>Meeting called to order at 7:07pm</p> <p>MOTION: Catherine moved to approve draft March minutes with small edit, seconded by Katrina; all voting members present approved. Motion carries.</p> <ul style="list-style-type: none"> • Action items from March reviewed • Agenda reviewed 	<p>Catherine Ghioureliotis Kelly-Ann Waung</p>
2.	<p>Update from Principal’s Office (20)</p> <ul style="list-style-type: none"> • Wishlist: <ul style="list-style-type: none"> ○ Shade structure – looking for quotes • Mission Green (parents and students) group “on the move” to enhance school yard and outdoor classroom – will issue survey to get community input • Traffic update – continuing to survey car volume at start/end of day; Christine has sent letter to city to look at traffic light on Leamington and looking at 	<p>Marva Major</p>

	<p>getting a crossing guard at Paul Metivier eventually (city will study it)</p> <ul style="list-style-type: none"> • School survey to Gr 4-6 students on what makes a great school will be coming Apr 29 and May 3 • Volunteer event post Ramadan (June 5) • Gr. 1 info night for SK parents in May • Projected school enrolment is up for September 	
3.	<p>Update from Teacher Rep (10)</p> <ul style="list-style-type: none"> • Refer to separate document “April 2019 Teacher Update” 	Melanie Crichton
4.	<p>Games Night Recap (10)</p> <ul style="list-style-type: none"> • Over 200 people attended • Highly successful • Wins <ul style="list-style-type: none"> ○ Multicultural invites ○ 27 CMPS shirts sold ○ 3 shirts as prizes promoted donations ○ Meeples staff were great, hands off for us ○ Snacks were a nice surprise ○ We had lots of volunteers to help out ○ Having staff onsite to socialize and help ○ Minute to Win It games were entertaining ○ Having welcome/pizza tables inside the gym ○ Separating pre-order pizza from admission \$ • Lessons learned for next time <ul style="list-style-type: none"> ○ More tables, increase food/game play areas ○ Move Meeples away from the music ○ Get multicultural posters/invites out earlier 	Kelly-Ann Waung Catherine Ghiourelotis

	<ul style="list-style-type: none"> ○ Investigate if we can setup e-transfer to BMO for purchases like CMPS shirts ○ Pictionary station not needed ○ Giveaway the balloons as prizes in a creative way to make it more fair ○ Might want to consider a set admission \$ ○ Not allowing kids to grab games – only adults ○ Have an intentional body break area or physical games (Simon Says) to allow younger kids to move ○ Reminder for parents to watch children ○ More tables for food areas ○ Multicultural posters were great but next time do earlier 	
<p>5.</p>	<p>Finances Updates (5)</p> <ul style="list-style-type: none"> ● Reviewed Finance sheet sent out by Jennifer (“Council April Financials FINAL”) ● Financial report as of April 13 – balance of \$32,137.74, but roughly \$17,830.18 is committed ● Remaining approximate \$15000 for wish list (to be discussed in May) <p>MOTION: Kerry moves to transfer \$3651.71 council funds to School account to cover 2018-19 balance for technology items from school wish list; Bahaa seconds; all in favour; motion carries</p> <p>MOTION: Kelly-Ann moves to transfer \$315 from Council account to pay for access to Hot Lunches website for 2019-20 school year; Jasmine seconds; all in favour; motion carries</p>	<p>Kelly-Ann Waung on behalf of Jennifer Patton</p>

	<ul style="list-style-type: none"> • Hot Lunch Program – will need someone to cover second half of year next year; Patricia will be able to take over for pizza; will need someone for popcorn 	
<p>6.</p>	<p>Other Business (45)</p> <ul style="list-style-type: none"> • School clothing <ul style="list-style-type: none"> ○ Have about 140 t-shirts remaining; <p>MOTION: Katrina moves to reserve up to 10 previously purchased Comet t-shirts be put aside for prizes for school events to promote belonging at school; Bahaa seconds; all in favour; motion carries</p> <ul style="list-style-type: none"> • PRO Grant <ul style="list-style-type: none"> ○ Update provided. Mindfulness nights - 3 independent sessions (refer to March minutes for details) • Outdoor Grounds <ul style="list-style-type: none"> ○ Kim attended last of evergreen workshops – need to protect trees as they will be a key shade ○ City of Ottawa tree grant - \$10,000 cash to purchase trees or \$10,000 worth of trees from city ○ 3 things with students: <ol style="list-style-type: none"> 1. Survey gr1 to 6 – to get input for what students want and top choices for design of outdoor space 2. Take inventory of every tree on school property (and condition) 3. Shade inventory – document amount of shade 3 times/day 	<p>Katrina Parker-Smith</p> <p>Jasmine Bathena & Staci Brunet</p> <p>Kim Davis</p>

	<ul style="list-style-type: none"> ○ Once have all this input, will put a call to community to form a subcommittee and come up with a vision ● End of Year Event <ul style="list-style-type: none"> ○ Multicultural School Potluck event (June 20) – will be setting up planning meeting in next couple of weeks. 	<p>Kelly-Ann Waung Catherine Ghiourelotis</p>
7.	<p>OCASC Update (5)</p> <ul style="list-style-type: none"> ● Unable to attend last meeting, and unable to get any info ● Next meeting tomorrow 	<p>Mital Patel</p>
8.	<p>Closing (5)</p> <ul style="list-style-type: none"> ● Reviewed current action item list ● Confirmed next meeting date: May 15 ● Possible shortened June 12 meeting <p>MOTION: Catherine moves to adjourn meeting at 9:04pm; seconded by Bahaa; all in favour; motion carries</p>	<p>Neil Drimer Catherine Ghiourelotis</p>

What Do School Councils Do? www.ocdsb.ca

“The main purpose of school councils is to work towards the improvement of student achievement and to enhance communication between the school and the school community. This is accomplished by making recommendations to your school principal and the school district on significant education issues, and by planning activities that support the active participation of parents/guardians and your school community.”

ACTION ITEM SUMMARY FROM MARCH 2019 MEETING

ACTION ITEMS	PRIME	UPDATE
Determine wish list for \$15,000 Council balance	Marva	Discuss in May
Ask for ideas to address school drop-off/pick-up congestion at next OCASC meeting	Mital	Pending
Connect with Aasma to see if we can get a blurb translated to encourage broader community to come to Council meetings (and highlight principal/teacher's updates)	Jasmine	Pending
Connect w/Jennifer to explore e-transfers to Council email account	Kelly-Ann	Pending
Speak to Patricia to initiate transfer of \$157 Birthday Book Club balance to school for library book purchases	Neil	Pending
Speak to Amy Ruff about high school students catering lunch for staff appreciation event, and then make a motion electronically to ask for additional funds needed to cover cost (after January movie night)	Kelly-Ann	Pending
Connect with Jasmine to recruit lunch program volunteers via social media	Kelly-Ann	Pending
Notify Council 2 weeks in advance of next spirit to set up School Cash online for purchase of Comet T-shirts	Marva	Pending
Share mindfulness night agenda with council	Jasmine	Pending
Share mindfulness night blurb with Marva for e-blast update	Jasmine	Pending
Share mindfulness night blurb with Asmaa for translation	Jasmine	Pending
Look into "Clean up the Capital" and determine possible dates (May 4, 11)	Kim	Pending
Send out blurb to recruit volunteers for "clean up the capital" once date confirmed	Jasmine	Pending
Kelly-Ann will send out a summary of details from End-of-Year potluck planning committee meeting	Kelly-Ann	Pending

ACTION ITEMS	PRIME	UPDATE
Email council post- OCASC meeting if any substantive updates	Mital	Pending

Sports

Basketball tryouts/intramural started late March and we are now working with the teams to prepare them for our tournaments. Tier 1 (grade 6) is on April 24/25 and Tier 2 (grade 4+5) is the following week.

Clubs

Mrs. Kim has started Grade 1 choir and they meet 1X per week.

ChoralFest was Wednesday, April 17th. 10 schools from the OCDSB got to attend. Students were able to attend workshops under the leadership of Jackie Hawley who is an acclaimed Choral director. It's a day of musical enrichment that culminates in a choir showcase for families and friends.

Chess club continues to meet until the end of April.

Classroom

Grade 1s will be having Scientists in the School over the next couple of weeks to explore a unit on Energy.

Grade 4s had their early societies open house last week with parents and 4 classes walking through to see their dioramas (now on display in library).

Gr.6 students have been studying space and doing many small independent projects. The space walk allowed students to showcase their learning by sharing what they have learned with their peers and students from grade 1-5. Students became the teachers!

Grade 3s are participating in Swim to Survive - they each get 3 lessons and the lessons are currently underway.

Education Week is coming up May 6th-10th. Classes are preparing to showcase their learning in a variety of ways.

Library Update - We have successfully read all the books that were purchased from the Forest of reading - Le Prix Peuplier reading program and The Blue Spruce Award™ program. The programs celebrate Canadian books, publishers, authors and illustrators. They promote reading for enjoyment and begin to develop a child's skill in evaluating a picture book based on story, text and pictures.

All the books were well received and enjoyed by our students from Grade 1-3. A big thank you to School Council for supporting this. We would like to continue receiving this support every year!

Musical

Musical tickets went on sale this week. They are being sold on a first come, first serve basis. Show is Wednesday, May 1st and Thursday, May 2nd both shows are at 6:30pm.

Students are in the last two weeks of morning rehearsals before the tech, dress rehearsal and performance week. Prop and set crew are designing set backdrops.

Stage choir has been rehearsing at recesses and will be joining the morning rehearsals next week.

Ticket sales started this week, order forms went home and parents can choose which night and how many tickets are needed. They are \$5 each. There will be a performance on Wed afternoon for all students (no parents/families are permitted at this performance). Ticket sales will only continue via order forms until Friday April 26 or if we sell out before then. If not sold out, a limited number of tickets will be available at the door.

Kindergarten

Kinders had lots of fun with Yaki.

We will be going to the Agricultural Museum May 6, 8, 10th. (2 classes per day) We will be taking part in the "Chill Out" workshop making ice cream.

Lastly Monday May 27th, the kinders will be involved in several different workshops through Maker Space from UOttawa.

Kinder families will be invited with each class at the end of the year to have a picnic in the park. Dates will be provided closer to then, in June.



Basketball



Grade 6 Space Walk









Choral Fest

Chapman Mills Public School Treasury Report School Year 2018-19

Opening balance Sep 1, 2018

11,280.02

as of

12-Apr-19

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Remainder	TOTAL
Balance Forward	14,388.11	11,683.97	28,836.69	12,372.12	10,763.91	16,729.13	36,489.14	32,137.74	32,137.74	32,137.74	
Revenue											
HotLunch, Net. and Lunch Program Revenue	4,595.50	23925.00	116.00	2189.74	9953	23335.60	-	0.00	-	0.00	64,114.84
Birthday Book Club Revenues	-	-	-	-	-	-	-	-	-	-	0.00
Movie Night & Game Night Revenues	-	746.95	-	-	459.90	-	621.00	0	-	-	1,827.85
Comet Clothing	-	-	-	-	325.92	639.10	0	-	-	-	965.02
Grants	-	-	-	500.00	-	1000.00	-	-	-	-	1,500.00
Total Revenue	4,595.50	24,671.95	116.00	2,689.74	10,738.82	24,974.70	621.00	0.00	0.00	0.00	68,407.71
Expenses											
Lunch Program Expenses	4,570.14	4684.97	3516.55	4297.95	4,364.22	4,853.09	1523.24	0	0	-	27,810.16
Birthday Book Club Expenses	217.50	0.00	-	-	-	-	-	-	-	-	217.50
Movie night & Game Night Expenses	0.00	468.90	-	-	296.48	361.60	452.43	0.00	-	-	1,579.41
Popcorn Expenses	0.00	320.69	-	-	112.90	-	-	-	-	-	433.59
CMPS Clothing line Expenses	0.00	-	-	-	-	-	2,996.73	-	-	-	2,996.73
OCASC Fees	0.00	35.00	-	-	-	-	-	-	-	-	35.00
Council Purchase: Yard Waste Bags, Indigo Exp	-	52.78	20.91	-	-	-	-	-	-	-	73.69
Hot Lunches .Net Fee	-	-	-	-	-	-	-	-	0.00	-	0.00
Potluck Expenses	-	-	-	-	-	-	-	-	0.00	-	0.00
Staff Appreciation Luncheon	-	-	-	-	-	-	-	-	-	-	0.00
Total Expenses	4,787.64	5,562.34	3,537.46	4,297.95	4,773.60	5,214.69	4,972.40	0.00	0.00	0.00	33,146.08
Total Council Approved Spending (see list below)	2,512.00	1,956.89	13,043.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,512.00
Total Expenses + Council Spending	7,299.64	7,519.23	16,580.57	4,297.95	4,773.60	5,214.69	4,972.40	0.00	0.00	0.00	50,658.08
Council Account Balance	11,683.97	28,836.69	12,372.12	10,763.91	16,729.13	36,489.14	32,137.74	32,137.74	32,137.74	32,137.74	

		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	SUMMER/ REMAINDER	TOTAL
Council Approved Spending	Pillar											
Nelson Education Ltd French Books	Curriculum											0.00
Saidat Workshop (2016-17 List)	Community											0.00
Retirement Plaque for Mr. Lee	Community											0.00
Sneaky Math	Community											0.00
Field Trip Subsidy	Community											0.00
Be Your Best Workshop (2016-17 List)	Community											0.00
Outdoor Play Equipment* (2016-17 List)	Community											0.00
Storage Bins for Equipment (2016-17 List)	Community											0.00
Plasma Cars (Kdg) (2016-17 List)	Community											0.00
Forest of Reading (library) (2016-17 List)	Curriculum											0.00
Wireless remotes (3) (2016-17 List)	Technology											0.00
Wireless keyboards (2) (2016-17 List)	Technology											0.00
Document Camera (1) (2016-17 List)	Technology											0.00
Power bars(3) (2016-17 List)	Technology											0.00
Ipad Covers (7) (2016-17 List)	Technology											0.00
Tech Tub (2016-17 List)	Technology											0.00
Ipads (4) (2016-17 List)	Technology											0.00
Igloo Makers (2016-17 List)	Technology											0.00
3x Number Talk books (2017-18 List)	Curriculum											0.00
Leaps and Bounds Books (2017-18 List)	Curriculum											0.00
Pulleys (2017-18 List)	Curriculum											0.00
Projector Bulbs (2017-18 List)	Technology											0.00
Hands on Science x3 (2017-18 List)	Curriculum											0.00
LLI Red Grade 3 System (2017-18 List)	Curriculum											0.00
Snarke Ukelele (2017-18 List)	Curriculum											0.00
Xylophone x2, Metalophone, Glockenspiel (2017	Curriculum											0.00
Headphones x42 (2017-18 List)	Technology											0.00
Microphones x 4 and cables (2017-18 List)	Technology											0.00
Library Books (Blubber, Mixed Up Files, etc) (20	Curriculum											0.00
Library Books (Freckle Juice) (2017-18 List)	Curriculum											0.00
Bound 2 Learn French Books (2017-18 List)	Curriculum											0.00
Bound 2 Learn French Books (2017-18 List)	Curriculum											0.00
Bound 2 Learn French Books (2017-18 List)	Curriculum											0.00
Bound 2 Learn French Books (2017-18 List)	Curriculum											0.00
Projector Installation (2017-18 List)	Technology	1,241.00										1,241.00
Line Painting for Play yard (2017-18 List)	Community	1,271.00										1,271.00
Marva's Wish List 2018-2019 (Lump Sum Transfer)			1,956.89	13,043.11								15,000.00
Total Council Approved Spending		2,512.00	1,956.89	13,043.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,512.00

OTHER FUNDRAISERS (not through school account)

ACCOUNT BALANCES		
Council Account Balance (as of Apr 12/19)	32,137.74	
Paypal Balance (as of Apr 11, 2019)	553.18	
BMO Balance (as of Apr 11, 2019)	90.24	
	32,781.16	
LIABILITIES/COMMITTED FUNDS		Approved
Carryover 2017-18 Marva's Wishlist	-3,651.71	as of Nov. 14/18
Birthday Book Club Balance (\$157) & Teacher appreciation lunch (\$500)	657.00	
Lunch/Popcorn Program/Comet Shirts Expected Costs	-13,595.86	
Stale Dated CHQ (June 21/18) & Subway Snow Day Credit (\$450.87)	-1,239.61	
Total	-17,830.18	
Available Funds	14,950.98	

PILLAR ALLOCATION	
Community	1271
Literacy/Curriculum	0
Technology	1241
Total	2,512.00

LUNCH PROGRAM EXPECTED COSTS	
Remainder: Session 2 (#4-#18)	
Subway	\$ 5,829.66 \$ 5,829.66
Dominos	\$ 7,616.20 \$ 13,445.86
Popcorn	\$ 150.00 \$ 13,595.86

Chapman Mills Public School Monthly Report

Period: March 1, 2019 to March 31, 2019

	Revenue	Amount Notes
	Balance forward from Previous Period	16,729.13
Mar 1-7	Comets Clothing	543.20 six deposits
3-5-19	Mommies Yummies	116.60 profit from lunch program
3-8-19	Comets Clothing	95.90 three deposits
3-8-19	PRO Grant	1,000.00
3-8-19	Lunch Program Deposit	219.00
3-29-19	Lunch Program Deposit	23,000.00
	Total Revenue for Period	24,974.70
	Expenses	Amount Notes
3-5-19	Movie Night Expenses	361.60 Movie Night Pizza- Feb 1/19
3-5-19	Subway	435.05 Feb 27/18
3-5-19	Dominos	752.58 Feb 28/19
3-27-19	Subway	439.00 Feb 20/19
3-27-19	Dominos	761.62 Mar 21/19
3-27-19	Subway	462.73 Mar 6/19
3-27-19	Dominos	761.62 Mar 7/19
3-27-19	Pizza refund	28.00 Adam Abdelkader
3-27-19	Subway	450.87 Mar 20/19
3-29-19	Dominos	761.62 Mar 28/19
	Total Expenses for Period	5,214.69
	Council Account Balance	36,489.14
	Birthday Book Club Balance	113.00 As of Mar 8/19 (14 orders paid on-line)

NOTES: Sessions 1 & 2 Lunch Program estimated to profit \$24,663 for school year

Chapman Mills Public School Monthly Report

Period: April 1 to April 12

	Amount Notes
Revenue	
Balance forward from Previous Period	36,489.14
Comets Clothing	
2019-04-11 Games Night Revenue	621.00 Games Night- Apr 5/19
Total Revenue for Period	621.00
Expenses	
02-Apr CMPS Clothing Line Expenses	2,996.73 Comet shirts (team jerseys paid directly by Marva)
4-12-19 Dominos	761.62 Apr 4/19
4-12-19 Game Night Expenses	45.82 Catherine G Game night Expenses (snacks)
4-12-19 Game Night Expenses	135.60 Dominos Pizza- Apr 5/19
4-12-19 Game Night Expenses	71.01 Kelly-Ann W Game night Expenses (decorations)
4-12-19 Game Night Expenses	200.00 Meeples to Go (company who provided games)
4-12-19 Dominos	761.62 Apr 11/19
Total Expenses for Period	4,972.40
Council Account Balance	32,137.74
Paypal Balance (4/11/19)	553.18
BMO Blance (4/11/19)	90.24

NOTES:

*Birthday Book Club Balance- eighteen orders as of Apr 12/19 157.00
 Comet Shirts- 139 shirts not sold as of Apr 12 (\$14/shirt), Once sold it will be additional Revenue as shirts have been paid for.
 Will be issuing a cheque Apr 15th to the school for \$3,600 for the 2017/2018 Marva's wishlist that had not been paid
 as they purchased "Technology" with this money.*