



**Minutes**  
 CHAPMAN MILLS SCHOOL COUNCIL MEETING  
**Wednesday, December 14, 2016 – 7 p.m.** in the school staff room.

Present: Darren Budrow; Tracy Budrow; Neil Drimer; Karen Sauter; Amy Ruff; Reena Patel; Roger Lee; Bimal Vyas; Luc Poirier; Kendra Bonnell; Nita Tandon

Item	Agenda topic	Presenter
1.	<b>Welcome and Introductions (5 minutes)</b> <ul style="list-style-type: none"> <li>• Previous minutes approved (moved by Tracy; seconded by Neil)</li> </ul>	Darren
2.	<b>Update from the Principal/Teacher’s Office (15)</b> <ul style="list-style-type: none"> <li>• Follow up from previous concern about kids not having enough time for nutrition break. Actions taken:               <ul style="list-style-type: none"> <li>○ Tidy-up bell removed – save 3 mins</li> <li>○ No longer waiting for 2<sup>nd</sup> bell to go in (once lined up)</li> <li>○ Mindful eating → focus on eating, not talking</li> <li>○ Line up to wash hands pre-eating is optional (but still encouraged); after eating is mandatory</li> </ul> </li> <li>• Drop off is going well               <ul style="list-style-type: none"> <li>○ Added Chapman Mills Dr. as drop off spot</li> <li>○ City of Ottawa will keep sidewalks clear</li> </ul> </li> <li>• Lates               <ul style="list-style-type: none"> <li>○ Today – 60 lates</li> <li>○ Avg last week: 44/day</li> <li>○ Sent reminder to all parents today</li> </ul> </li> <li>• Lock-down drill (Dec 8)               <ul style="list-style-type: none"> <li>○ Successful</li> </ul> </li> <li>• Boardenball               <ul style="list-style-type: none"> <li>○ Tier 1 and Tier 2 started</li> <li>○ Tier 1 (girls) captured silver yesterday</li> </ul> </li> <li>• Food Drive               <ul style="list-style-type: none"> <li>○ Focus is after Christmas (less competition)</li> </ul> </li> <li>• Primary rotations Dec 20               <ul style="list-style-type: none"> <li>○ Kids rotate to learn about different holiday</li> </ul> </li> </ul>	Roger

	<p>traditions</p> <ul style="list-style-type: none"> <li>• Increasing cultural awareness with School Council Activities <ul style="list-style-type: none"> <li>○ Agreement that possibly integrating a cultural activity into spring fair would be easiest, but need volunteers</li> </ul> </li> <li>• School assembly (all students including kinders) – Dec 23 (11:15)</li> <li>• Kinder concert – Dec 21 (noon)</li> <li>• Catalogued 10,000<sup>th</sup> book in library → how many should we have?</li> <li>• Discussion of possible used book drive <ul style="list-style-type: none"> <li>○ Not enough storage space right now and many donations may not be suitable</li> <li>○ If we have volunteers to review and if Priyanka pre-circulated a list of desired books, may be more doable</li> <li>○ Interest from council to help out with library needs</li> <li>○ <b>ACTION: Roger to ask if Priyanka can come to next meeting</b></li> <li>○ Agenda: <ul style="list-style-type: none"> <li>▪ Council library tour;</li> <li>▪ Discuss how books are selected;</li> <li>▪ What’s missing from Priyanka’s perspective;</li> <li>▪ What’s missing from parents’ perspective;</li> <li>▪ Library needs;</li> <li>▪ Target number of books;</li> <li>▪ Possible book drive</li> </ul> </li> </ul> </li> </ul>	
3.	<p><b>Parent Conference Debrief: (all presentations available at: <a href="http://www.ocdsb.ca/par/parentconference/pages/default.aspx">www.ocdsb.ca/par/parentconference/pages/default.aspx</a>)</b></p> <ul style="list-style-type: none"> <li>• A few council members attended</li> <li>• Each participant could attend 3/18 presentations</li> <li>• 2 streams: parenting; council</li> <li>• Highly encourage council to attend in future- some key takeaways: <ul style="list-style-type: none"> <li>○ Each school has a multi-faith calendar → could be used to guide some council activities</li> <li>○ Best practices for school council <ul style="list-style-type: none"> <li>▪ Use constitution to guide council</li> </ul> </li> </ul> </li> </ul>	Luc and Nita

	<p>through conflict resolution</p> <ul style="list-style-type: none"> <li>▪ Communication strategies</li> <li>▪ Ideal council make-up: parents, teachers, and at least 1 community member at large</li> <li>▪ Council should have a table at front of school at parent-teacher night</li> </ul> <ul style="list-style-type: none"> <li>○ Digital fluency <ul style="list-style-type: none"> <li>▪ <b>ACTION: Digital lead learner (DLL)– Luc to follow up with DLL to see if he/she can come to Feb council meeting and talk about role and available training for students and teachers</b></li> </ul> </li> </ul>	
4.	<p><b>Update from OCASC (10)</b></p> <ul style="list-style-type: none"> <li>• Reviewed conflict resolution process</li> <li>• Possible Ideas for future Chalk-it-up <ul style="list-style-type: none"> <li>○ Multi-year planning for parent council</li> <li>○ Media-release permissions for photos for parent council (how they handle off-site events)</li> <li>○ Doing more (for parent council) with less</li> </ul> </li> </ul>	Nita
5.	<p><b>Finances Update (15)</b></p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> movie night: \$2300 revenue; \$550 expenses → \$1750 profit</li> <li>• ~\$15000 available to spend now until Feb</li> <li>• Projected \$13000 available for Feb-June (based on 2 more movie nights and Feb-June lunch program)</li> <li>• Motion: Amy moves motion that “Council contribute \$15000 council-generated funds to CMPS via Roger to spend according to 3 pillars and provide breakdown once spent as to what it went towards”. Luc seconded the motion; all present in favour</li> <li>• For transparency →we need to communicate how money was spent</li> </ul>	Reena
6.	<p><b>Lunch Program Update (15)</b></p> <ul style="list-style-type: none"> <li>• Last hot dog day: only 3 volunteers, but grade 6 students helped out</li> <li>• Couple of glitches with Domino’s</li> <li>• Subway working well</li> <li>• New lunch session: Feb- June</li> <li>• Transition plan for new lunch coordinator next year → recommend promoting Tracy’s vacancy 😊 in April</li> </ul>	Tracy
7.	<b>Other Business</b>	

	<ul style="list-style-type: none"><li>• How to increase volunteer recruitment<ul style="list-style-type: none"><li>○ More visibility to promote volunteering opportunities with council, e.g. bulletin board at front of school</li><li>○ Make volunteering more of a social activity or have a social event to bring volunteers together → volunteer appreciation night or parents' night<ul style="list-style-type: none"><li>▪ Could piggy-back Feb movie night or Sept "Meet the Teacher" night → with light refreshments and opportunity to meet fellow volunteers</li></ul></li><li>○ Have a volunteer coordinator on Council focused on Council or school-wide activities<ul style="list-style-type: none"><li>▪ Calendar of events to highlight volunteer needs</li></ul></li><li>○ Volunteer sign-up at movie night</li></ul></li></ul>	
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Next meeting: Jan 18