

June 2023 Hopewell Ave PS School Council Meeting Minutes

Attendees: Martina Sherwood, Petra Heitkamp, Claire Kerry, Rebekka Wallace Roy, Sarah Matthews, Patrick Hunter, Alex Randall, Meg Fracke, Josie Hughes, Katie Breen, Nicola Calder, Carlo Zambri, Allen LeBlanc, Meghan Lewis

Regrets :

1. Welcome, Approval of the Agenda, Approval of 9 May and 11 April

April 11th - Minutes approved by Daphne and econded Nicola
May 9th Minutes approved by Alex and seconded Patrick.

2. Principal's Report – Martina Sherwood

June is always an exciting month! There are many wonderful experiences happening for our students – field trips, events inside the school, Track and Field. We hope that our students will leave this school year with great memories.

June is Pride Month. Throughout June, the OCDSB Pride flag will be flown outside our school and all OCDSB sites. By flying the OCDSB Pride Flag, our district is reaffirming its values and commitment to creating and sustaining a culture of caring where 2SLGBTQ+ students, families and staff matter and are welcome, seen and represented at the OCDSB. At Hopewell we support all identities and stand together against discrimination. Our student-led Prism Club is an example of our commitment and we are proud of the work they have done this year in building awareness, promoting acceptance and leading initiatives such as fundraising to support Rainbow Railroad. Happy Pride Month!

June is also Indigenous Peoples History Month and June 21st is Summer Solstice. We are acknowledging this month in many ways, including through music, which you will hear about later. We also have some classes attending the Summer Solstice Indigenous Festival on June 22nd.

Recently our district's Equity Department launched an Anti-Hate Protocol: Responding To Bias, Discrimination and Hate Between Students. The guiding principles are:

- Focus on limiting harm to the student who was harmed

- Address every situation. Being silent sends a message that this is accepted and is being condoned.
- Prevent and repair harm.
- All OCDSB staff have an obligation to disrupt, educate, support and report to administration every incident of hate.

Today during our June staff meeting we took time to look at the protocol and how we incorporate it into our daily toolkit as we support our school community. We talked about microaggressions and the impact these have.

Our school team is committed to ensuring Hopewell is a safe and inclusive environment. We will have the courage to do the work to ensure these conditions are in place and challenge each other to do better.

New kindergarten students and leaving grade eight students are at the top of our minds this month. On Tuesday, June 20th we will be welcoming our new kindergarten families into the school for a visit. They have been invited for a 4pm visit and will have a chance to visit their classroom, meet their educator team, find out about kindergarten at Hopewell, and have a chance to ask questions. All of our kindergarten children will start on the first day of school, along with the rest of our students.

Our grade eight students will have their big day on Monday, June 26th. They will have a leaving ceremony in the morning where guests may attend. This will be followed by a celebration on site with their classes and educators. They will enjoy a special lunch and have a choice of activities after the lunch. We hope this will be a great day for our grade 8's.

Report cards and Communications of Learning will be available on June 28th. Families will receive a message through SchoolMessenger with a link to access their child's report card. Families must have the child's Ontario Education Number (OEN). OENs can be found on students' previous report cards.

Our planning for next year continues. This has included developing a school organization, staffing, timetabling, developing class lists etc. At this time we can share the following:

- Our projected enrolment is 772. Currently, approximately 765 students are pre-registered for September.
- We have a staffing allocation of 46.58 (Teachers, Principal and Vice-Principal).
- We have an allocation of 5 Registered Early Childhood Educators and 4.5 Educational Assistants

- We have been allocated 35 homeroom classes.
- We continue to fill teaching and support positions for next year as part of our regular staffing process.

Class lists for next year are in progress. Due to the potential for changes in staffing and enrollment over the summer students will receive class placements just before the first day of school through an email.

This summer we are looking ahead to some projects. These include:

- Pot light upgrades in our atrium – current lights replaced with LEDs
- Upgrades to our air conditioning condenser units in some areas
- Toilet partition replacement

Finally, once again a huge thank you to our School Council for all of the support and involvement. We could not do it without you! Your support, encouragement and partnership mean so much. We are looking forward to another great year, working together in support of our amazing students!

3. VP Report – Sandy Miller

Many June field trips and events unfolding in the last two weeks of the school year

- Brewer Park
- Montreal for gr 6s
- T&F
- Carleton U Art Gallery
- Gr 7s Summer Solstice Festival
- Centretown Emergency Food Cupboard to see the impact of our food drives

Leaving ceremony preparations are underway with Mr Wood acting as staff liaison

Art Club working on a mural in room 325

Guest speakers and workshops (i.e. Lego Robotics, Microbits coding, Tinkercad, Spheros, OPH health nurse, Shuswap interpreter sharing indigenous perspectives on the Gold Rush)

EQAO is almost complete - closes on Wednesday

Pride Month - check out our bulletin board highlighting the work the Prism Club has done over the year (1477.00\$ raised for Rainbow Railroad through various sales and events, Period Packs, Teacher Name Tags with pronouns)

Milk Program finished on 9 June, this is the last week for school lunches

Music and Arts Showcase - choir, bands and visual art at Happy Goat

5. Teacher rep – Meg Fracke

Great day at Brewer Park with the Junior grades for the Track and Field Day - weather cooperated and we had lots of parents volunteer.

Holding a Spirit week will be week June 19th (second last week of school)

Monday - “Outside of Hopewell” Wear something that shows what you do outside of Hopewell

Tuesday - “Anything but a backpack” Bring school work and lunch in anything but a backpack

Wednesday - “Pride/Rainbow Colours”

Thursday - “Beach Day”

Friday - Hopewell School Colours - Wear Purple or Gold

6. Financial situation - Nicola Calder

Bank Reconciliation Statement		
	Actual	
Chequing (June 12 2023)	\$	11,882.68
Savings		
Uncashed cheques (revenue)	\$	-
Petty cash	\$	40.00
Total	\$	11,922.68
Less		
Outstanding cheques (expenses)	\$	1,238.35
Total	\$	1,238.35
Balance	\$	<u>10,684.33</u>
Check against Financial Report		
Balance from Financial Report	\$	10,684.33

Year-End Projections		
Expected Additional Revenue		
Pizza/Subway	\$	14,717.89
Expected Additional Expenses		
Staff Year-End Lunch	\$	500.00
Grade 8 Graduation Reception	\$	700.00
Philanthropy	\$	2,500.00
Philanthropy - donated pizza slices	\$	1,086.40
jerseys		?
Final Revenue	\$	31,900.32
Final Expenses	\$	22,454.72
Final Balance	\$	20,615.82
Suggestion: additional money to philanthropy, turf yard fund		
Pizza/Subway Profits (Expected)		
Pizza Profit	\$	23,939.11
Subway Profit	\$	216.35
Additional Subway Profits Obtained by School from Tax Rebate	\$	1,785.64

The financial report noted the following new items:

-Pizza/subway revenues expected this week for the second term, an additional \$14,717, Most of this amount was pizza revenue. Subway revenues were small, at just over \$200 as we did not include taxes when determining prices to charge parents. However, Yanka was able to obtain an HST rebate, which is retained by the school, of approximately \$1785.

-Expenses for shrubs, and wellness events.

-Martina noted that no progress was made on purchasing jerseys, and this will be left for next year.

-Philanthropy will be donated to the Education Foundation of Ottawa

Hopewell Ave Public School - 2022/2023				
Financial report for the period ending June 12, 2023				
Opening balance	\$ 11,170.22	End of year - July 31 2022 + \$650 PRO Grant received in September (for last year)		
Revenue	Allocation Plan	Profit	Variance Plan A	Notes
Pizza	\$ 20,000.00	\$ 11,729.10	\$ (8,270.90)	Expected final: \$ 26,446.99 (additional \$14,717.89)
Labels labels	\$ 75.00	\$ 180.31	\$ 105.31	
Ski/Skate Sale	\$ 1,000.00	\$ 2,677.00	\$ 1,677.00	
Bike Sale	\$ 1,500.00	\$ 2,096.02	\$ 596.02	
Pro Grant	\$ 650.00	\$ -	\$ (650.00)	
PINV funding	\$ -	\$ 500.00	\$ 500.00	Each year schools/school councils receive \$500.00 to be spent at their discretion on
REVENUE SUBTOTAL	\$ 23,225.00	\$ 17,182.43	\$ (6,042.57)	
Expenditures	Allocation Plan	Actual Paid	Variance Plan	Notes
Mulch	\$ 2,500.00	\$ 473.19	\$ 2,026.81	
Yard fund	\$ 1,000.00	\$ 323.75	\$ 676.25	
Future turf yard funding	\$ 1,000.00	\$ -	\$ 1,000.00	being held over
YARD SUBTOTAL	\$ 4,500.00	\$ 796.94	\$ 3,703.06	
Kindergarten	\$ 1,500.00	\$ 1,500.00	\$ -	Kindergarten, Primary, Junior and Intermediate allocation based on class allocations provided by principal in September
Primary	\$ 2,700.00	\$ 2,700.00	\$ -	
Junior	\$ 3,400.00	\$ 3,400.00	\$ -	
Intermediate	\$ 2,400.00	\$ 2,400.00	\$ -	
Phys Ed Equipment	\$ 2,000.00	\$ 2,000.00	\$ -	
Library	\$ 2,000.00	\$ 2,000.00	\$ -	
Say yes fund curriculum	\$ 2,000.00	\$ 2,000.00	\$ -	
CURRICULUM ENRICHMENT SUBTOTAL	\$ 16,000.00	\$ 16,000.00	\$ -	
Wellness - Parent Involvement	\$ 3,000.00	\$ 694.34	\$ 2,305.66	
Grade 5 - Cross Country Ski Trip	\$ 4,000.00	\$ -	\$ 4,000.00	
Staff Appreciation Gifts	\$ 200.00	\$ -	\$ 200.00	
Staff Year-End Lunch	\$ 500.00	\$ -	\$ 500.00	
Grade 8 Graduation Reception	\$ 700.00	\$ -	\$ 700.00	
Bank Charges	\$ 150.00	\$ 34.77	\$ 115.23	
Admin/Supplies	\$ 300.00	\$ 142.27	\$ 157.73	includes potential photocopying, event supplies (e.g. gloves for pizza)
Say yes fund	\$ 2,000.00	\$ -	\$ 2,000.00	
Philanthropy	\$ 2,500.00	\$ -	\$ 2,500.00	+any extra pizza donations
OTHER SUBTOTAL	\$ 13,350.00	\$ 871.38	\$ 12,478.62	
EXPENDITURE SUBTOTAL	\$33,850.00	\$17,668.32	\$16,181.68	
Balance	\$ 545.22	\$ 10,684.33		

Projections for the end of the year were also presented. It is anticipated that final revenue for the year will be \$31,900, and final expenses (including staff year-end lunch,

grade 8 grad and philanthropy) will be \$22,454. With an opening balance of \$11,170, there will be \$20,615 remaining.

The following was agreed upon:

-Philanthropy will be increased to 10% of revenue, plus additional amounts collected in the first term of pizza (\$1086.40). Voted for giving more money to the Education fund

-Leave \$5000 for next year, and place remaining amount aside for turf yard

Daphne suggested starting a savings account for the turf yard savings, and Alan suggested that we should be able to invest this money

7. Committees and events

- Pizza day/ Lunch program and 18 May - Sarah Matthews

Pizza has run really well, lots of great volunteers both parents and kids.

Discussions are being held by a group of parents who want to introduce a more nutritious lunch option for parents to buy.

Possibly not continuing with the subway due to lack of revenue it brings in and some nutritious concerns. Agreed that Pizza would continue as it is a treat lunch.

Bringing back into school Hot Lunches by Mazzola - Parents will be able to order the night before. The School would have to distribute meals if less than 40 are delivered to school.

The group will also explore options for bringing fresh vegetables and fruit into the school lunches. Several details need to be ironed out before this is a go.

- Yard update

Document needed here

- 'Parent night out' report - Rebekka Roy (5min)

Attended by 35-50 Parents, well received by all who attended and others in the community commented on how they wished that their schools offered such an event.

OSCA collaboration worked very well and they would like to collaborate with more family events in the future.

- Traffic update - Alex

Response to [letter from Shawn Menard](#)

Proposed a closed "street party" Alex and Claire will look at organising this for September. Alex agreed to craft a response to the email from Shawn Menard to be sent on behalf of School Council.

- Grade 8 graduation - Allen

Several Grade 7 parents volunteering , graduation has a beach theme, set up will need to be on Friday and Monday early morning as normally can be done night before but tis year ceremony is on a Monday to take account of Eid and the Glebe Graduation.

Asked for increase in budget and this was agreed by all that this was suitable

- Planning Calendar 23/24

Parent / Teacher evening: 14 Sept

Deadline for Executive positions: 15 Sept

First School Council meeting: 19 Sept

Dates for Bike Sale: 21-22 October

Dance organized with OSCA: Halloween

Ski Sale: 28/29 April

Movie night times (3-4) were suggested - Martina blocked out community use nights

- Executive and Vacancies for School council next year

Available positions for next year are Co-chair and Treasurer.

Petra and Claire are able to carry on with their respective positions.

All Council members agreed to talk to neighbours and parents in the community to step up in taking on volunteer roles in school Council next year.

8. Representatives

- * Grade reps - Carlo/ Sarah/ Alex/ Daphne

No Update

- * OCASC - Daphne

No update

- * Wellness - Rebekka

Monthly Friday meetings have been well received - and along with the Parent Night Out.

Plan for next school year is to hold two - One around Halloween as a Costume party and another could be linked with Graduation.

9. Answer any pre-submitted questions

No pre-submitted questions

10. Varia (5min)

- * Teacher's appreciation breakfast - Alex, Josie, Patrick

Coffee and breakfast items are to be arranged and bought into the school. Looking to get the best deal on coffee from the coffee shops in the neighbourhood.

11. Closing and set next meeting September 2023 (5min)

For 2023/24 school year school council meetings will be held in person. First meeting will be on 19th September