



RHPS School Council Meeting Minutes

Recorded by A. Twohey December 12, 2019

6:35 p.m.

- Intros
- Kristina Liluis (Co-Chair): Thank you to organizers of Book Fair and Spaghetti Dinner.

**School Update (Todd Thompson, Principal)**

- Staffing Changes
  - As of February 3, I will be moving to become principal at Metcalfe PS. I have loved being at RHPS...This was my first school as a principal, so I have no idea the things to ask, things to prepare for to leave for Mme. Leduc, who will be coming over here from Henry Munro...You always worry about the person coming in behind you. But I have no worries at all about Celine and the type of principal she will be for your children. Louise [Hutchinson] will be her 21st VP. This will be the first school she will be at that doesn't have an intermediate component, and the first school she will have been at with full day kindergarten...Immediately, that set Celine and I into a transition process. We are on the phone daily. I have begun to organize everything, in terms of our scheduling, first day of school routines, traffic – to ensure transition. Everything is already running and rolling. It's less advisable to go in and say, "I'm going to change that", because it's already working. There will be changes for sure, as she begins to make things her own, but the likelihood is you won't see a lot of those changes until the next school year. Celine sent over her entry plan today. It is essentially my exit plan. She's given me all the finer points and details of what she wants to make sure she knows before coming in here...Many of the things she'd identified on her entry plan were things I'd already identified. RHPS is unique. She's never worked in an open concept, as I had not. The concept of learning anywhere was the true idea. We're really embracing that idea of students being able to move a little more freely. She's a self admitted neat freak; there are things you need to get over in an open concept school. When she first found out she was coming here, she didn't quite expect it, being as most of her experience has been K-8 and 6-8, but she is welcoming it with the widest arms you could ever imagine. She's asking all the right questions...A part of her entry plan is joining us for our Council meeting in January. Slight date adjustment, as she's very much an involved mother and head coach of daughter's ringette team, and she's got some conflicts with the way we've scheduled. She will meet with the Council Co-Chairs before the Council meeting. She will come for a day or more here and get a lay of the school and how we operate. I do believe it is different than a traditional model of a school. I've been around Henry Munro an awful lot. Their hallways are quiet. Ours are not...I'm going to miss it immensely...there is not a single educator in this building that isn't here for the right reasons. And I see this every single day...She [Celine Leduc]'s not coming here to fix things. She's



coming here to keep the momentum going...This will be new for her...You get to a point as a school principal where you wonder, have you reached the saturation point. Educators are only able to get so much from you. I don't think I have hit that point just yet, but it is coming to its end. They're an awesome group of educators and I know they're going to love working with Celine...The transition is underway. We were very lucky that the principal who started all this is the principal of Metcalfe and he believes all principal moves should happen in February. Most are moving at the holiday break. We're lucky; we have that time. We have a little bit more freedom...

- Stephanie Simonelli is off for an extended time. We found a French teacher for January, and if we need to extend to February. Starts Jan 6. Consistency with ECEs in the classroom.
- Secure school activities
  - Being RHPS, are we doing everything to keep children safe. I have questioned, are we doing things the best we can, seeing as all the doors on the outside are locked. The only place someone should be able to gain entry is through the front doors. This would be someone we know that we let in. Page for lockdown. Every single one of our students, in terms of the open concept environment, would be headed towards the threat. So, I questioned for four years, are we doing things right. "Mass casualty situation". If an intruder gained access to a classroom, it would be to 4-5 classes. I could not sit with that. Got Safe Schools department to look at things differently. Process in place. If you're in an enclosed area, barricade in. If you're in an open space, run out the door to Colonel By. At no time has anyone ever been harmed outside, running away from the school. New procedure for RHPS. Process once they get to Colonel By.
    - Question from Tara McNally: Is there a clear pathway in winter?
      - It's so used by the high school, it will be worn.
  - On Tuesday, we had the Principal of Safe Schools and four officers...OPS is going to make a training video of next drill. Concept is, if you can get out, get out...A few glitches, but OPS was more than pleased with our attempt to evacuate relatively quickly. All staff now know how to page from anywhere in the building. Louise [Hutchinson] did the evacuation with them. OPS went with kids to Colonel By. They pointed out a few things.
    - Question from Mary LeBeau: After Spring, will all lockdown procedures now include this?
      - Todd: Yes.
    - And Colonel By will be warned?
      - Yes. Them and our staff. OPS wants 150 cell phone calls in the event of a real deal.
    - Question: Kinders with a door out - do they go out?
      - Todd: That's considered closed, so barricade in. However, we've had teachers say if they hear something in the hall, they'll go out the door...Invisible once you round the corner...



- Courtesy call to BLC. There was an incident at Henry Munro that put them and us into Secure School mode. Gunshots. Turned out to be hunters across the river. BLC asked that we be their contact if we go into Secure School for that kind of reason. Secure School means a threat is outside and we're not letting anyone out. That includes parents picking up kids for appointments.
- Question from Donna Kind, Chair, Communications: Knowing that some kinder teachers may evacuate, aren't the kinder yard gates locked?
  - Todd: They all have keys. But not going into kinder yard, so it doesn't matter.
  - Kristina: The issue is those gate locks stick, especially in winter.
    - Todd: Not an issue.

### **Event Communications (Andy Hall, Co-Chair)**

- Last meeting, we talked a little about fundraising event planning and directing ideas to the Fundraising Committee. Amendments to how we communicate events to our community. Two basic types of events: all inclusive (we make it free or as easy as possible for people to attend) or, we want your money to fundraise. Sometimes those lines get blurred. We want to do two things when talking to community: 1. Be clear which it is and 2. Acknowledge challenges with accessibility and this is what we're doing to fix them. As opposed to just waiting until after an event. Maybe we're already doing it and you didn't even know.
- Jamie McCallum, Chair, Fundraising Committee: Fundraising Committee is really fundraising and special events. We don't always bring in money.
  - Andy: More about bringing community together.

### **Communications Update (Donna Kind, Chair, Communications)**

- Page added to website to add monthly newsletters so that those are accessible to everyone, more than just being sent out with the weekly update.
- In general, wanting to let everyone know, I've had lots of questions about what communications will be like with new principal, just to let you know we're on it, and we'll let you know more when we know.

### **Fundraising Update (Jamie McCallum, Chair, Fundraising Committee)**

- See Report (attached at Appendix 1).
- Popcorn day is tomorrow. Next is Jan. 17.



- Jan. 23 is the day proposed for Movie Night. We now have trampoline day in February and the 67s game in Feb. Jan 23<sup>rd</sup> is the Thursday night before the PD day. Lego Movie 2 is proposed. Sarah [McGregor] is organizing this time. Will put out a call for volunteers.
- Danielle arranged trampoline night.
- 67s game: choir sings the national anthem.
- Fresh from the Farm is done. We made \$400 and change. We tried different pick up times and strongly worded emails. Still had over 1/3 of orders left. Shuffled them to EDP kids. Probably not going to do it next year. For a few 100 we don't really need.
  - Danielle Armengaud: If we are doing it again, we would need someone here from 2-6 p.m. one or two nights. That would be the commitment for someone to be here or get someone to be here.
  - Donna: Things like posting signs on the EDP door, I didn't think of.
    - Margaret Rose, Treasurer: I put up signs on evening shift.
  - Jamie – I'm not going to take it on next year, but someone else may.
- Thank you again to Leslie [Gregory] for the Book Fair.
  - Tara: Are we allowed more than one book fair for year?
  - Leslie Gregory: They have Spring and Fall. Matter of whether we want to do another...
  - Tamara Taub: Books for the library - what does that mean?
    - Leslie: For the first time this year, Ms. Venner just shopped, rather than sending all the books back. There is some monetary value for us to do that. Saves shipping; time. I guess she probably has done it in the past. Just over \$1,000 worth of books. Last three years were on par, within a couple hundred. This year, net sales were \$6,898. Our scholastic rewards just over \$4,000.
  - Tara: If we did another one, it would cover the French books we want.
    - Jamie: I'm not sure the ones they want are covered...Should try to spend credits in this school year.
    - Todd: French readers are not covered.
  - Leslie: Almost \$3,000 in Scholastic credits from last year.
    - Todd: I thought the school had plans for that. What happened to that?
      - Leslie: They got kinder supplies...
      - Kristina: Teachers said they were going to spend it.



- Todd: Thought that was done and spent. Thought we got science supplies. Will talk to Kim [Belliveau].
- Jamie: We do have the option of taking it in cash and we lose some.
  - Andy: A lot.
  - Jamie: If we don't have anything we need, we should do that.
  - Donna: Next year, we should do that.
- Leslie: Ms. Venner is spending the limit...
  - Tamara: Are the gaps in the library something that can be met through Scholastic?
    - Leslie: I don't know.
    - Todd: Ms. Venner took Wednesday morning to go to a major book sale. I gave her the school card, and it was books she was looking for specifically that couldn't be accessed through Scholastic. I gave her a ceiling of \$1,000 for that sale.
- Andy: Mme. Leduc is French so she may have some ideas re: French readers.
- Jamie: Remember, teachers are on work to rule.
  - Andy: And Stephanie [Simonelli, Teacher Representative] is off.
  - Jamie: If we need to order those French books ourselves, are we allowed?
    - Todd: Yes.
    - Jamie: Teachers are not taking orders from Todd, outside the scope of their day to day. Not coming to meetings.
  - And to talk to Paul Seif re: readers.
- Jamie: Spaghetti Dinner. Thanks to Margaret [Rose]. Funding from Tim Tierney for \$500. Jancey [Harper] hooked us up with the Colonel By caterer. 225 people served. Raised \$1,560. Had more baked goods than we could give away. For the first time ever.
  - Margaret: Thanks to Tim Tierney for the tables and money.
  - Tara: The kids were calmer this year.
  - Leslie: Heard good feedback about colouring on tables.
  - Jamie: If anyone wants to take over Spaghetti Dinner or popcorn day, let me know. Kids love Popcorn Day, but it's a lot of work for little money we don't really need.
- Jancey Harper: Silent Auction. To send sign up sheet. Updated letter and list of companies that have donated in the past. If you want to help with finding donors or you just want to do the pickup for donations, let me know. Last year we made close to \$7,000. I don't know if we want to go that big again this year. Sharing the load. Others who want to be involved will dictate the size.



- Danielle: Could you share with everyone the donation letter? If we all send it to one or two people...
  - Jancey: Add to the list. I don't know who you know. Put your name beside it.
  - Jamie: We don't want three people asking the same person.

### Treasury Update (Margaret Rose, Treasurer)

- See Report, attached at Appendix 2
- Andy: Did transfer for Carson Grove happen?
  - Margaret: Yeah, it went out. Is it still on Kim's desk?
    - Danielle: I can bring it.
    - Todd: I like to bring it in person.
- Margaret: See report. Cheques through Board for face painter and Doreen from Colonel By will be on the books for a long time.
- Margaret: GCs for needy families.
  - Todd: Jennifer Lowe has always been able to secure Toy Mountain. Has she? We have families, kids and ages ready to go.
    - Jamie to ask Jennifer...
- Margaret: Only change to budget is adding French levelled readers.

### External Meetings (Andy Hall, Co-Chair)

- OCASC meeting
  - Voices at the table not dissimilar to ours. Interesting to hear different approaches. Big issue was the PRO grants. The Ford government scrapped them, but threw \$40,000 back out there, but not in a grant program. Just available, but no means for disseminating it. The School Board has it, but doesn't want to run a grant program. Looking for a recommendation from OCASC for how to get money out there. Time limited. Has to be out the door, spent and accounted for by June. No time left. Consensus we came to was asking them to look into bulk purchase of science in the school or education for parents about how science is being taught in schools. Interesting experience. I do recommend it.
- Other meeting: we [co-chairs] got a phone call Friday that principals were transitioning. Went to Henry Munro's website. Noticed they had school council meeting on Monday. I met with Todd and Louise, then stalked our new principal! Nothing but impressed. The



way she dealt with her council - much smaller than ours. They have six...The way Celine is dealing with staff during the labour disruption; the way she handled gift cards - impressed...Very approachable. Communication with one on one was great. Technology she admits is not her strong suit. No concerns that she won't be able to adapt...

## Roundtable

- Jamie: School Directory
  - Very clear divide between French Immersion and English. The participating by English classes is really low. Wondering if the right thing is to send entire directory to entire school with clear divide? Maybe would work better if teachers were interested in taking on directory for their own class and, for this year, to send each class their own directory.
    - Donna: My two cents is it's easy to get contact info for own class. It's kids they know from other years or recess that it's hard. That's where directory is valuable.
    - Question: Would paper note home have better uptake?
      - Todd: Better uptake on emails from French Immersion stream. Language barrier is big, and paper won't solve that. We like electronic because way you put info in is electronic - one click.
    - Danielle: We say it's handy for playdates. You have to explain to people what that is. That whole cultural thing is strange. I don't think any solution we could come up with here is going to make that list an all-inclusive list.
    - Todd: I hear what you're saying, Donna, but it's a very glaring difference this year. Some classes had zero. Optics wise, it looks like we excluded them, but participation was zero.
    - Donna: Can we publish by grade without identifying by class?
      - Todd: Up to you, Jamie.
        - Jamie: I volunteered to do it, but it's up to what we all-
      - Andy: My concern about not putting those ones in, is include everyone who wants to be included. By grade is a great idea.
    - Donna: We can work next year on explaining better what play dates, birthday parties are, etc.
    - Danielle: And they may not want to be on a list for 350 ppl to see their phone numbers.
  - Todd: To send to printer.
- Tara: What happened to the welcome sign?
  - Todd: Llama Chami did a great job correcting. I sent it back to the originator. They too found errors. He hasn't gotten back to me. I think he's a bit embarrassed; it was posted in several schools already. On pause. Already in my exit plan.
  - Tamara: I thought we were adding languages?



- Todd: I want to identify what languages are there, so that when we're looking at it we're not correcting something that is actually a different language.
- Danielle: Yoga starting in January?
  - Todd: There will be a schedule, based on number of kids in each grade.
  - Margaret: Did the contract go to the Board for the yoga teacher?
    - Todd: Kim [Belliveau] is on it. Conflict of interest because she [the yoga teacher]'s also a board employee.
- Tara: Pinworms in which class?
  - Todd: Customary in kinder classes. Spread by fecal matter. Eggs under nails. Only combat is handwashing. Transmitted easily. Some kids more susceptible than others... Identified in Ducklings. If in one class, most likely in all four...
  - Leslie: Did you receive more than one report?
    - Todd: Just one.
    - Leslie: I knew of one in the Fall, but I didn't know if you were supposed to report.
      - Todd: There is no requirement.

**8:11 – Meeting adjourned by Andy.**

Todd: Goodbye remarks.



## APPENDIX 1 – FUNDRAISING REPORT

### Fundraising Committee Report to Robert Hopkins School Council December 12th, 2019

**Members:** Margaret Rose, Stephanie Reid, Jamie McCallum, Leslie Gregory, Lama Chami, Tara McNally, Jancey Wallace, Maria Yasin, Tamara Taub, Jennifer Lowe, Sarah MacGregor, Emily Damiani, Annalee Rice, Tina Drotar, Janet Hare, Danielle Armengaud

**Email Contact:** [rhopcfundraising@gmail.com](mailto:rhopcfundraising@gmail.com)

#### **Important Dates:**

December 13th - Popcorn Day  
January 17th - Popcorn Day  
January 23rd? - Movie Night (Lego Movie 2)  
February 9th - Spring Action Trampoline Day  
February 28th - Ottawa 67's Game

#### **Fresh From the Farm**

All produce was successfully distributed to those who ordered. Many families did not pick up produce during the organized time slots so volunteers took some extra time to ensure all produce got to where it needed to go. Fresh From Farm provided some extra bundles and all extras were donated to the Gloucester Food Cupboard.

#### **Book Fair**

Once again our Book Fair was highly successful, raising over \$4,000 in Scholastic Rewards for the purchase of books and quality educational supplies from Scholastic! Huge thanks to Leslie Gregory and her tireless team of volunteers for such a wonderful event. Leslie puts in many hours each year organizing and advertising and it shows! Here is a breakdown of numbers from book fair:

Sales:  
\$7418.25

Net Sales:  
\$6898.97

Books taken from fair for library:  
\$1054 (actual number of books to follow)



Scholastic Rewards earned:

\$3085.38

Current balance of Scholastic Rewards:

\$4065 (this doesn't include rewards earned from this year's fair)

**Spaghetti Dinner**

This year was our biggest Spaghetti Dinner to date, serving 225 people and raising \$1516. Despite the last minute difficulties procuring food and funds, Margaret Rose once again pulled off a very successful evening. Thank you Margaret and team!! Big thanks also to our local City Councillor Tim Tierney whose office covered the costs of the spaghetti catering.

**Event Coordinators Needed!**

Interested in helping with fundraising in a bigger way? The fundraising team is looking for volunteers to take on the role of popcorn coordinator, Fresh From Farm coordinator for fall 2020 and Spaghetti Dinner 2020. Please see Jamie if you are interested.



## APPENDIX 2 – TREASURY REPORT

Treasury Report  
10 Dec 2019

November Statement - Interim  
November 1 Balance: \$11,490.86

Deposits: \$7,581.00  
\$ 2,170.00 - Spaghetti Dinner  
\$ 500.00 - PIP from Board  
\$ 377.00 - Cash floats for Spaghetti Dinner and Book Fair  
\$ 4,410.00 - Book Fair  
\$ 36.00 - Fresh from the Farm cash sales

Withdrawals: \$5,897.80  
\$ 4,410.00 - Book Fair  
\$ 377.00 - Cash floats for Spaghetti Dinner and Book Fair  
\$ 1,000.00 - Carson Grove  
\$ 111.80 - Spaghetti Dinner Expenses

November 30 Balance: \$13,174.06

December so far:  
Withdrawals \$535.13 (popcorn invoice, spaghetti dinner expenses)

Current Balance: \$12,638.93

Upcoming:  
Colourful Chameleon (fun fair face painter 2019) \$530 - still pending.  
Spaghetti Dinner Caterer \$150  
Christmas Gift Cards \$2,000