



OCASC Assembly Meeting Minutes

Sharing Information • Facilitating Communication • Representing Our Membership

Date: March 21, 2013
Location: Fisher Park School, 250 Holland Avenue, Library
Time: 7:00 - 9:00 p.m.

Members Schools (30 / 61 member schools)

Adrienne Clarkson ES (ACES)-Carrie Eaton (Co-Chair),Marti Falcone (LO, PIC)
Barrhaven PS-Ellen Dickson
Bell HS-Mike Beavington
Berrigan ES-Susan Klimchuk (Co-Chair)
Broadview PS – Bobby Chawla (LO)
Canterbury HS-Nadine Clarke
Castlefrank ES-Josh Kemp
Castor Valley ES-Alka Moorjani
Cedarview MS-Ellen Dickson
Connaught PS-Viki Holan
Dunlop PS-Craig Tiberi
Emily Carr MS-Robert Hawgood
Fallingbrook Community ES-Bev Naylor
First Avenue Public School-Chari Marple
Glen Cairn PS-Paul Warner
Hawthorne PS-Louise Crawford
Huntley Centennial PS-Mark Tymowski
Jockvale ES-Christina Mennie
Knoxdale PS-Geoff Pearce
Lakeview PS-Tracy Neufeld (LO)
Longfields-Davidson Heights SS-Ravinder Minhas
Manordale PS-Cathy Babyak (Membership)
Mutchmor PS-Milana Karaganis
Rideau HS-Chris Ellis (Treasurer)
Roberta Bondar PS-Kelly Dubinsky
Roch Carrier ES-Shannon Walker
Rockcliffe Park PS- Joel Berger
South March PS-Chris Bridgen (Communication Officer)
Steve MacLean PS-Jared Langdon
Stittsville PS-Coreen Tyers
Westwind-Sharon Carruthers Joseph
Woodroffe PS-Tara Finlay

Non-Member School (6)

Alta Vista PS- Adair Crosby, Elmdale PS-Megan Richardson, John Young ES-Susanne Bowen, Stephen Leacock
PS- Enang Akan

Guests (3)

Secondary School Committee - Nadine Clarke, Mike Carson (CFO OCDSB), Donna Blackburn (School Trustee
Zone3)



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1. Meeting called to order: 7:03 p.m.

2. Approval of Agenda

Agenda approved.

3. Approval of Minutes

Attendees take a few moments to go over the minutes. No modifications.

Minutes approved as amended.

4. Chalk It Up

1) Bev Naylor (Fallingbrook Community ES): Volunteer situation for extracurricular activities at elementary school. Any feedback on how that is going, recruiting parents for activities (Beverly.naylor@sympatico.ca)

- o Adrienne Clarkson indicated there is a Gr. 4-6 scrapbooking club led by a parent, as well as Borden ball.
- o John Young said the principal is not encouraging it and there is not much energy behind efforts.
- o Bridlewood talked about a parent resurrecting the volleyball team.
- o Rockcliffe pointed out that for ski club, police clearance was needed for offsite trips with the kids. School council picked up the cost for expedited checks.

2) (Glen Cairn PS): Yearbook publishers and prices. Looking for ideas. Email the ideas to glebite@rogers.com

3) Chris Ellis (Rideau HS): SEAC newsletter. The inaugural issue of the SEAC newsletter is available, and was distributed during the meeting. It is also available on the OCASC website.

4) Chris Bridgen (South March PS): Idea for fundraising with Lone Star restaurants. Certain nights of the week can be put aside as school fundraising nights (usually the slower Tuesdays and Wednesdays) all lunch, dinner, or takeout food orders have 10% of the costs returned to the school. Contact your local Lone Star manager for details.

5) Bobby Chalwa (Broadview PS): Teacher appreciation. Given the labour situation, what are other schools doing about teacher appreciation. General agreement that it should still continue. Alta Vista indicated that teachers may be feeling undervalued these days, by parents (Bobby@Amun.ca)

6) Tracey Neufeld (Lakeview PS): Wondered about insurance for school council activities, both on and off site (tracyneufeld@gmail.com).

- o Alta Vista indicated that cheap insurance is available from the school board.
- o Castlefrank said that the FAQs on the OCDSB website cover the insurance issue in great detail.
- o Rockcliffe indicated that executive liability must be a concern.

5. Presentation on management of school council funds

Michael Carson (michael.carson@ocdsb.ca or 613-596-8211 extension 8881)

Background: In 2012 the Ontario Ministry of Education published fundraising guidelines. In addition to outlining acceptable and unacceptable uses of proceeds from fundraising, the guideline addresses the issue of accountability and financial reporting.

The OCDSB is planning public consultations in April and May, ahead of a planned June decision on a policy for management of school funds. This policy will be separate from a policy covering acceptable use of school-generated funds.



OCASC Assembly Meeting Minutes

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CFO Carson indicated that currently only 2/3 of councils are reporting back on their finances to the board, and the board's auditors are asking why. It is important that the community and the board trusts how the dollars are spent, and that they are reported properly.

As of this meeting, there are about 50 school councils that use the board's banking services. In no way does this mean the board has any say over how the funds are allocated or approved for use. That remains council's prevue.

The policy being considered will either a) force councils to bank with the board, or b) provide an option of banking with the board and banking independently, as long as the council's independent banking meets certain guidelines, such as chair and council review, bank reconciliation, dual signing for checks, and invoicing before payment.

CFO Carson indicated that he has a few concerns about having the board do all the banking, including the impact to front-office staff workloads.

Question (Castlefrank PS): Apathy on councils can be a problem, leading to fraud.

Answer: As long as people follow processes, it would be satisfactory.

Question (Knoxdale PS): Some concerns about having a large pot of money sitting in council accounts. Is it possible to set the purpose of such a large fund?

Answer: It is best when the community knows what such a large sum is being used for; the board would also like to know.

Question (Roch Carrier): You can follow policy and raise funds, but fraud still a problem. Already it is best practice to have two signatures. Isn't this a bank problem too?

Answer: No clear processes since 1998.

Question (Rideau): Some schools have no year-over-year continuity, in which case he would recommend using the board banking services, to create some continuity.

Answer: Also helps when the principal understands financial matters – can provide continuity as well.

Question (Emily Carr): Is there established best practices for this in Ontario? Canada?

Answer: Different boards do it differently. Some boards fully handle the banking, in other big jurisdictions, such as Toronto, mixes of options are provided.

Question (Fallingbrook): If the board is being assessed, there needs to be controls to stop the sloppiness?

Answer: Agreed.

Question (Huntley): Why is anyone opposed to this?

Answer: A few reasons: fear of cuts to education funding if the fundraising amounts raised are high, fear of principals spending money without council approval.

Question (Lakeview): This is a very quick turnaround consultation. Two months only. Need to have a transparent process for parents?

Answer: Trustees want this done by the end of the school year. Expect that one of the two discussed options is likely.



OCASC Assembly Meeting Minutes

Sharing Information • Facilitating Communication • Representing Our Membership

Question (Knoxdale): Not within my experience that the fundraising group decides where the funds go.

Question (Hawthorne): What about a dollar limit on external bank accounts, smaller accounts run by school councils, but big accounts (e.g. for play structures) run by board?

Answer: Good idea.

Question (John Young): In the short term, given the elementary teachers union actions, there might not be much teacher cooperation to collect funds.

Answer: Such policies will apply to all school raised funds.

The executive thanked CFO Carson for attending and taking questions.

8. From the executive

Chair's Report – Carrie Eaton

- PRO (Parent Reaching Out) grant applications are now available for 2013 – 2014. The deadline for applying is May 21st. Here is the link: <http://www.edu.gov.on.ca/eng/parents/reaching.HTML>
- Need a new secretary to replace Osnat, who unfortunately had to step down. If you are interested email chair@ocasc.ca
- A nominating committee for the AGM in May was requested, and created. The committee members are Tracy Neufeld: tracyneufeld@gmail.com, Bobby Chalwa: bobby@amun.ca and Coreen Tyers: neeroc@gmail.com
Thanks to all of them!
- A new SEAC representative was needed . . . and found! Thanks to Marti Falcone for stepping forward.

Trades and Technology Committee Report – Nadine Clarke

The board is conducting safety audits in 23 secondary schools sites and shops.

Pathways Planning; career cruising program provides information on courses necessary for different careers. In pilot stage in 5 schools.

Grade 7 students spent a day on Trades and Technology in preparation for high school. Over 4300 Grade 8 students attended the World of Work event on October 30 and 65 employers participated.

Specialist High Skills Major, Focus programs, Co-Op, Grades 9 & 10 Passport to Safety and Ontario Apprenticeship Program are options for students.

Our focus is getting this information to parents and students in grades 7 & 8 . There is no guidance in elementary school to help and to disseminate this information.

Secondary School Committee Report – Nadine Clarke

School Effectiveness Framework and District Reviews.

Observations and appreciative inquiry approach to discussion with teachers and students are part of a day and a half review by school, district and ministry teams. In year 3 of a 5 year cycle at secondary schools and year 7 in elementary schools. It is recommended that school councils ask if their school has had a review and if so what councils can do to help and how does the review inform the school improvement planning process.



OCASC Assembly Meeting Minutes

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Secondary School Review

The objective to look at program delivery and instruction, equitable access, viable and sustainable programs and cost effectiveness. Questions to be answered; how to ensure equity of access, how to provide the full breadth of programming, how to establish a base level in every community school and then trade off programs over 30 schools (SHSMs, Focus) with specialized programs in one or two schools. There are 6 task forces studying:

1. School configuration (Grades 7 -12 and 9-12)
2. Community hubs and use of the facilities outside school hours
3. Specialist High Skills Majors
4. International Baccalaureate Program
5. French as a second language
6. Digital Learning including blended learning

The Review has another 18 months to completion.

Next OCASC Meeting: Thursday, April 18 7-9pm, Fisher Park School (250 Holland Avenue)

Adjournment: 8:57 pm

Acronyms used

- ECE = Early Childhood Educator
- EQAO = Education Quality and Accountability Office
- IEP = Individualized Education Program
- IPRC = Identification, Placement, and Review Committee
- OCASC = Ottawa Carleton Assembly of School Councils
- OSDN = Ottawa Day School Nursery
- PIC = Parent Involvement Committee
- SEAC = Special Education Advisory Committee