



OCASC Assembly Meeting Minutes

Sharing Information • Facilitating Communication • Representing Our Membership

Date: May 16, 2013
Location: Fisher Park School, 250 Holland Avenue, Library
Time: 7:00 - 9:00 p.m.

Members Schools: (30/70 member schools)

Adrienne Clarkson ES (ACES)-Carrie Eaton (Co-Chair), Marti Falcone (Liaison Officer, PIC)
Barrhaven PS-Ellen Dickson
Bayview PS-Dawn Harrison
Berrigan ES-Susan Klimchuk (Co-Chair)
Bridlewood Community ES-Andrea Haas
Broadview PS-Bobby Chawla (Liaison Officer)
Canterbury HS-Nadine Clarke
Castlefrank ES-Josh Kemp
Cedarview MS-Ellen Dickson
Connaught PS-Carlo Difelice
Dunlop PS-Craig Tiberi
Emily Carr MS-Robert Hawgood
Farley Mowat PS-Tarek Gergawi
First Avenue Public School-Chari Marple
Glebe CI-Lillian Thomsen
Glen Cairn PS-Paul Warner
Glen Ogilvie PS-Kate Unrau
Hawthorne PS-Louise Crawford
Huntley Centennial PS-Mark Tymowski
John McCrae SS-Nicola Hemstock
Katimavik ES-Marcia Goodfellow
Knoxdale PS-Geoff Pearce
Manordale PS-Cathy Babyak (Membership)
Pleasant Park PS-Cecilia Lee
Rideau HS-Chris Ellis (Treasurer)
Riverview AS-David Benes
Roch Carrier ES-Shannon Walker
Steve MacLean PS-Jared Langdon
Stittsville PS-Coreen Tyers
Stonecrest ES-Jen Muise
Trillium ES-JP Grimes
Woodroffe PS-Tara Finlay

Non-Member Schools: (None)

Guests: (1)

Allison Buchanan (OCDSB Policy Analyst)

1. Meeting called to order: 7:00 p.m.

2. Approval of Agenda

3. Approval of Minutes



OCASC Assembly Meeting Minutes

Sharing Information • Facilitating Communication • Representing Our Membership

Attendees take a few moments to go over the minutes.

4. Chalk It Up

1. Adrienne Clarkson Elementary School: hot lunches discussion. Refer to hotlunches.com for a fully operational online hot lunch ordering application. Early bird fee is \$400, regular fee is \$500. \$300 fee gives same package without flexibility of email addition
 - a. Trillium: his profession is information security and he called the site owner to verify security of application. He was satisfied and his school uses this program.
 - b. Pleasant Park: they also use the service and it is well worth it
 - c. Stittsville: asked if able to use paper based orders as well as online, general discussion was yes
2. Pleasant Park: Dress code in schools question. General discussion took place that this is a school by school requirement, enforced by the Principals
 - a. Alison Buchanan concurred. Each school should have dress code; schools should have a document to send home. The school councils should discuss with the Principal
 - b. Trillium: school policy is included in student agendas. Knuckle/fingertip rule discussed which determines length of shorts/skirts. Letter sent home with children to remind them to check student agenda where policy is housed
 - c. Glebe – high schools are harder to monitor but elementary schools use two finger rule for straps, fingertip rule for skirts, no bare midriffs
 - d. Cedarview – Principal consults with council on dress code and notes in student agendas, policy also includes appropriate attire
 - e. Connaught – asked if there is a cultural component to dress code
 - f. Alison Buchanan advised yes and no, there is a Region Accommodation policy to provide guidance on head ware, etc. Slogans on shirts should be turned over, tattoos that are offensive to be covered. Left to discretion of Principals
 - g. Stonecrest – student handbook with policy is available online if anyone wants to see an example
 - h. Adrienne Clarkson Elementary School – school had an assembly for the junior students on dress code, noted that some teachers do not adhere to the same dress code
 - i. Alison Buchanan explained the Board policy applies to all employees (i.e. Respectful Workplace Policy)
 - j. Pleasant Park – asked if policy mentions how low shirts can go
 - k. Alison Buchanan replied there are no fingers rules, judgement call for adults
3. Farley Mowat: June 1st is their Mayfair carnival between 10am to 2pm. Activities for children, food sold, link on school website for details volunteers welcome
 - a. Alison Buchanan: discussion on insurance began as a result of fair discussion. Alison advised insurance is complicate; OSBIE received complaints against inflatable companies and as a result it having inflatables is considered a high-risk activity. It will be covered under Board insurance if the



OCASC Assembly Meeting Minutes

Sharing Information • Facilitating Communication • Representing Our Membership

Principal is involved in planning. If the school council holds the event and Principal not there the Board insurance does cover the event. If the school council purchases insurance at beginning of school year the insurance will cover the event. Next year school councils will be strongly encouraged to purchase insurance at the beginning of the school year or have the Board sign the contract for inflatable rides. Alison also advised school councils are not a company and should not be signing contracts.

- b. ACES – one child fell last year and suffered a concussion, parents did not take action against the school or council
 - c. Trillium – their council thought insurance could be purchased at any time during school year.
 - d. Woodroffe – wondered because they are a registered charity if they would be covered under Board insurance or not. Allison Buchanan was not sure
 - e. Trillium – questioned how councils enter into contracts if not separate entities. Alison mentioned there is legislation on how councils are viewed but it is not entirely clear on delineation between PTAs and councils
 - f. Trillium – concerned about all contracts including lunch contracts entered it. Alison advised the Board would be behind councils for activities sanctioned and guided by them (i.e. including lunch programs). Problems arise when councils stray outside of Board sanctioned programs (i.e. inflatables). Alison suggested this be included in the upcoming council training session
 - g. Steve MacLean – is having an event in June but has no insurance. They thought they were okay by having the Principal attend. Alison advised easiest solution is to have Principal enter into contract with the inflatable provider.
 - h. Rideau – councils can have Home and School entity if they want to have a legal separate entity to enter into contracts
 - i. Connaught – they have a fair coming up, partnering with the city rec centre that provides waivers. Alison not sure if this is okay or not. City has new by law or events over 500 people. A permit is required. Alison has not looked this up.
 - j. Hawthorne – are Principals encouraged to enter into the contracts? Alison responded there is no guidance on this by the Board
 - k. Stittsville – what if the supplier has insurance. Alison said that insurance covers the supplier, not the council.
4. Trillium – school is celebrating 20-year anniversary this year. They just had play structures removed unbeknownst to them. They would like awareness made by the Board to councils, parents, etc. that reports are made on play structure safety levels every year and are not provided to parents or councils. As a result their school play structures were removed with no advance warning or notice. Recommendation made to appeal to Trustee and Principal to see the play structure reports for updates and heads up when they are approaching end of useful life span.
- a. Alison Buchanan advised there is a wait time to replace play structures. Public Space Standards is the last AODA to come down – they have five years to comply with Disabilities Act. All play structures now need to be accessible to all.
 - b. Trillium – special needs structures cost approx. 75% more than regular structures, they are considering investing in a pad and building a new structure in phases to help with fundraising. His



OCASC Assembly Meeting Minutes

Sharing Information • Facilitating Communication • Representing Our Membership

Trustee advised there is a \$7k grant that can support maintenance.

- c. Alison suggested speaking to Facilities at the Board to see what can be done. Your Trustee can also help take your case to the Board as necessary. The grant is to provide funds to organizations to raise a standard project to be compliant to AODA. The Board has access to this up to \$7k grant.

5. Upcoming Council Workshop

- Basic planning stages now occurring. PIC and the Board will partner with OCASC. Carrie mentioned it was raised at PIC that OCASC is interested in PTA and Home and School component be included
- Will be held in Gloucester, likely at Gloucester High School October 5th (tentative date). Currently looking for a keynote speaker.
- Probable time will be 9am to 2-3pm with an 8:30 registration; light continental breakfast will be served. Will likely have round tables similar to a Chalk-It-Up session.
- Three carousels proposed (one about roles and responsibilities, one on community engagement run by PIC, last to be determined). One of them will include school council finances.
- It was suggested a council handbook be discussed/presented
- Ideas on other topics to discuss include: SIPSA, insurance, accessibility, and fundraising.
 - Trillium: would like to see engaging community through social media included as nothing on board website available. Allison responded that the Appropriate Use of Technology policy would be completed by May 28th and presented at the Board meeting although this is not the same as a social media policy. Communications department is currently working on this now, not clear when will be finalized
 - Hawthorne: ideas were 1) healthy schools and 2) lobbying and board involvement. Alison said these could be included in segment on Roles and Responsibilities
 - Woodroffe: school is currently thinking of a new strategy for their council to be a hub and spoke concept including committees
 - Knoxdale: suggested how to discuss standardized testing results, looking for best practices on how to discuss with Principal on how to improve results
 - Roch Carrier: would like to know Board news/policies earlier than currently handled given councils turnover every year.
 - Emily Carr: looking at how landscape has changed
- If interested in volunteering email chair@ocasc.ca

6. From Your Executive

- Budget:
 - Consultation on English Program Review on how to deliver programming will be rolled out in September.
 - Pilot governance program will stay in place to allow Trustees to attend more school council meetings, there is talk that Board meetings may move from Tuesday nights to accommodate this
- Board Committee:
 - Budget details released on Board website, \$250k investment in Synervoice, \$250k investment in engaging parents, FDK additional staff announced.
 - Public has opportunity on May 29th to provide feedback and June 3rd opportunity for delegations at Board meeting. Trustees will debate at June 3rd and 10th meetings and looking to approve on June 17th.
- SEAC:
 - Suspension Study reported out. Overall decrease noted in suspension rates although bullying and harassment still noted – will be addressed at next phase of study. Some students suspended at



OCASC Assembly Meeting Minutes

Sharing Information • Facilitating Communication • Representing Our Membership

- disproportionate level (i.e. boys 4x more likely to be suspended than girls in elementary; children with learning or intellectual disabilities suspended more than others).
- Special Education policy draft document discussed. The SEAC ad hoc committee drafted it. Once finalized will be communicated broadly.
 - Intermediate Language Learning Disability (LLD) discussed for children post grade six. Proposed structure is being discussed now.
 - Emily Carr: asked for details on LLD. It was explained the Board budgeted for additional support for the LLD component, being piloted now. Advised to speak with Jill Bennett of Board or Joyce Mortimer of SEAC for details
 - Connaught: suggested also speaking with Susan Hoy, Janice Woolgar or Jodi all from Board
 - Exit Outcome Strategy presented
 - PIC:
 - 2013-2014 PIC work plan discussed. Speakers Series to continue as part of work plan. Please send ideas on speakers series to Michele Giroux or Alison Buchanan
 - ProGrant discussion took place
 - PIC symposium summary presented
 - Proposed school council training day discussed
 - Finance Meeting Update:
 - Consultation took place at Confed with 30 to 40 councils represented. All but one did not want the Board to take over council finances
 - Smaller focus group took place with approx. seven participants. Board CFO Mike Carson spoke to all concerns raised and discussed best practices at length. Mike advised that his proposal to the Board would be the best practice suggestion.
 - Riverview: wondered if Mike Carson reached out to anyone as he indicated he would at last OCASC meeting. Carrie advised he hadn't. Alison indicated Mike and staff recommendation will be that Councils submit a signed letter to Board at time of submission of finance reports
 - PIC Symposium:
 - Carrie will email OCASC members a summary of the symposium but did briefly discuss the following:
 - The French boards beat the public boards in EQAO results. The national standard is level two but Ontario likes to see levels three to four achieved, the highest in Canada
 - Stepping Stones mentioned, they will send booklets to OCASC. High school related, age 12+
 - Homework Help: tvoparents.com suggested to review for children aged two to 12. Also have grades three through six homework zone help.
 - ProGrants: 2094 ProGrants approved last year, 11,000 approved since 2006.
 - Noted OCSDB one of the few boards in Ontario with parents sitting at the Board table

Adjournment: 9:00pm

Acronyms used

AODA = Accessibility for Ontarians with Disabilities Act

OCASC = Ottawa Carleton Assembly of School Councils

OSBIE = Ontario School Boards' Insurance Exchange

PIC = Parent Involvement Committee

SEAC = Special Education Advisory Committee

SIPSA = School Improvement Plan for Student Achievement