

Lisgar School Council Meeting
April 2, 2008
Minutes

Council Members Present:

Amit Anand; Lynn Honsberger; Myla Hum; Phil Italiano, Sanjay Srivastava; Lawrence Wolofsky; Elaine Wong; Sidney Witiuk;
Members at Large: Tina Hogue; Bruce Warnock;

Council Members Regrets:

Parameswari Bhagi; Vasant Chivukula; Pam Coculuzzi; Sylvie Couture; Rachel Eugster, Mark Farren; Sue-Ellen Gahagan; Jeremy Lo; Kate Preston-Thomas; Sarah Witiuk; Lily Yip;

Parents and Guardians:

Liz Melanson; J.M Scott-Harston; Reweida Shire;

Ex-Officio Members Present:

Karen Gledhill; Mark Goebel;

Invited Guest Speakers:

Jennifer McKenzie;

Meeting Secretary:

Gertrud Jeewanjee;

1. Welcoming Remarks, Call to Order, and Anticipated Motions

Sid welcomed all attendees.

2. Approval of Meeting Agenda (additions, changes, etc.)

It was

MOVED BY: Lynn Honsberger
SECONDED BY: Lawrence Wolofsky
THAT the agenda be accepted as circulated.

CARRIED

3. Approval of Minutes of Previous Meeting(s) / Business Arising

It was

MOVED BY: Tina Hogue
SECONDED BY: Bruce Warnock

THAT the minutes be accepted with the following changes:

- Rachel E.'s presentation notes to be included as submitted via email;
- A question posed during the round table to be changed to "Is the conversion from the four-point to the percentage marks applied consistently by all teachers". Response: The conversion is consistently applied across the Board within departments; there are variations between the various courses as per Board outline."

CARRIED

4. Students Council Representatives' Report (Amit Anand)

- Co-president elections will take place the third week of April; several candidates have come forward.
- Leadership camp will take place April 10 & 11; 38 delegates will participate.
- The Battle of the Bands has been postponed several times because of lack of time for preparation; possible new date is April 25th;
- It is being considered to display students' art projects around the school;

- Spirit assembly will take place April 7.
- Reach for the Top team has qualified for the Provincials.
- Improv team has qualified for Nationals.
- Amendments to student council constitution have been made April 2 in the areas of (a) replacements of co-presidents, (b) student trustee does not have to be a grade 11 student any more, which allows trustees to gain experience to serve on provincial and national Boards. Amendments are listed in Annex A of these minutes. A copy of the Constitution is available on MyFiles.

Comment:

Two student trustees are on the school Board; they provide a lot of insight to discussions; their professionalism is remarkable.

Q: How long did it take to create these amendments?

A: About one hour.

Action Item: Karen will send information about the screening of the improv movie to Gertrud.

5. Invited Presentation(s)

a. Trustee (Jennifer MacKenzie)

- Margaret Lang left; Doug Loyd has been selected from among 11 candidates to replace her.
- The selection of the new director is in process; at the moment the profile is under review and will be published to solicit input.
- Budget discussions: a public forum was held in February; OCASC is looking for input to a public survey; funding and grants envelopes are being decided on.
- Accommodation reviews:
 - (a) Elementary: Queenswood (Orleans) to be closed. Turbold (West Carleton) and Fitzroy Centennial to be closed, students transferred to Stonecrest Elementary, resulting in 900 students attending that school.
 - (b) Secondary: Colonel By, Rideau and Gloucester might be affected. The first phase was a boundary review for Gloucester, resulting in a lower student body for Gloucester and Colonel By.
- A motion has been filed by Trustee Shea to have the cross boundary transfer process reviewed; the goal is to have all children go to their home school.
- Gifted and IB programs: two or three are undersubscribed; motion has been filed to close Ridgemont as it was very undersubscribed; the students have been given the option to attend any of the English programs in the Board. Entry requirements to the gifted program are being reviewed to make them more equal across superintendencies.
- The Board is moving towards a superintendency model; currently there are twelve in the city; the same system might be applied to the SpecEd programs so kids don't need to travel across town.
- A notice of motion has been filed by Trustee Getty that SpecEd locations be established by staff, not by trustees. Most trustees agreed that SpecEd classes should rest with the Board.
- The Board is in negotiations with four bargaining groups; the process is complex because the Board is also discussing long term education plans with the province.

Q: How many places have IB programs?

A: Only one – Colonel By; it's a system wide program, a test has to be passed to enter the program.

Q: Do they have limits on how many can attend?

A: No.

Q: Ridgemont – how was it decided where the students had to go? Would it have impacted LCI's transfer cap?

A: No, it would not have impacted on the transfer cap of LCI.

Q: Is it correct that some superintendencies don't have a geographic area?

A: Yes, four don't have a geographic area; the other eight do; also, some areas of superintendency overlap.

Q: If the motion was passed, would the staff be responsible for SpecEd at elementary and secondary schools?

A: Yes.

Q: What is the rationale behind the motion to transfer SpecEd to the staff?

A: The trustee believes that the staff is more qualified to make these decisions, not the trustees.

Q: When will this motion be brought forward?

A: This has not been decided yet.

Q: Do the superintendents make recommendations and trustees decide right now?

A: Yes. It takes seven trustees to make a change; it will go to the Education Committee first.

Q: Is there still a backlog for entry into the gifted program? Are children still waiting to be tested?

A: Yes. Talks taking place to improve the process.

b. Transfer Conclusion (Karen Gledhill)

- Final transfer numbers: grade 9 - 105 (41G, 64R), grade 10 - 9 (3G, 6R), grade 11 - 2 (2R), grade 12 - 2 (1G, 1R); plus 8 from Ridgemont's gifted program (5 from those accepted and 3 from the waiting list); total: 118
- Designated schools: AY Jackson – 4, Bell – 8, Brookfield – 4, Canterbury – 3, Cairine Wilson – 5, Colonel By – 1, Earl of March – 8, glebe – 4, Gloucester – 7, Hillcrest – 1, John McCrae – 3, Merivale – 24, Nepean – 6, Osgoode Township – 2, Rideau – 7, Ridgemont – 13, SR Borden – 5, South Carleton – 1, West Carleton – 3, Woodroffe – 1.
Adult, Ottawa Tech. Learning Centre, Sir Guy Carleton, Sir W. Laurier – 0
- Most parents who declined the transfer had applied to several high schools. There were more declines than before the online process was created.
- None of the 12 appeals or the declined paper applications called the office. If a letter of appeal shows extenuating circumstances, the appeal is discussed with the superintendent. The next step is the appeal going to a panel of trustees.
- This year's transfer had a strong impact on specific schools like Merivale: 27 students are coming to LCI from Merivale; they are losing a whole class. This is probably due to the fact that the Board indicated that the gifted program at Merivale might be closed next year.
- The next enrollment predictions will be completed on April 9.

Q: How many declines are there in total?

A: 22.

Q: Would the cap be increased if appeals are granted?

A: Yes.

Q: How many of the 118 students accepted already had siblings at LCI?

A: This question is not on the report.

Q: Did the parents who filed paper applications know there was an online process?

A: Some of these applicants were from out of town and some decided late.

Q: How would the motion to change the transfer process affect LCI?

A: This is a motion to review the process, not to change the process; it might have the goal to better fill programs across the Board and therefore provide more programs. If there wasn't a transfer policy in place, it would impact the size of the school body and definitely impact the gifted program. LCI wants to sustain a student body of around 1050-1070 to maintain all classes. Some students are transferring in from other Boards or from private schools.

Q: What is the trend within the group of trustees regarding the transfer process?

A: The previous Board had a lot of discussions about this. So far, there have not been many discussions in the new Board; in general trustees prefer to have children attend schools closer to home.

Q: Given that any change to the school transfers would have an impact on this school and given that a number of parents in the room have been participating in this process, are there any suggestions or any recommendations what would be the appropriate actions for the council to take, how to get involved?

A: It will be interesting to see how the motion plays out. This review should not be done without consultation; as it stands now, it does not have a consultation phase.

Jennifer MacKenzie will inquire if there is a consultation phase planned and if not, if it could be added.

Q: Should we be approaching other trustees?

A: The standard procedure is for it to go to the Committee, and then to the Board.

Q: Should we plan a delegation to the Business Affairs Committee to express our recommendation that there should be a consultation phase?

A: This is a motion to start looking into the issue, not to make a decision.

Comments:

- Nepean is now seriously considering setting up an online transfer system for next year.
- Many parents asked during the open house presentation whether they would still be accepted if they moved into the boundaries.
- Nepean would like to be in the loop if we are planning any motions to the Board, so they can team up and give support.
- The council should use OCASC to team up if necessary.

Action Item: Karen to check the number of transfer students who already had a sibling at LCI.

c. Volunteer update (Elaine Wong)

- Doors Open Ottawa: LCI has signed up with Elaine W. and Sid W. as the interims coordinators until two volunteers are found to coordinate the event. Interested parents are encouraged to come forward. Ed Gardiner resigned as the coordinator of this event. Karen will encourage students to come forward if they would like to run the tours; they are instructed by adults on how to do the tours and go through the script with them. Volunteer hours are credited for those students who still need hours. The students who volunteer have more appreciation of building after the event. Parents volunteering during the event: Sid W, Rweida S., Gertrud J.
- Damn Yankees: it was decided that there won't be any council representation during this event.
- The volunteer form that had gone out with report cards generated only three responses; the council's approach might need to be adjusted to increase success.

Poll:

How many parents in the room got the newsletter with report card? Six.

How many noticed the form? Five. One parent thought it was for student volunteers.

Comments:

- Thanks go to Elaine and everybody else who helped with preparing for the Damn Yankees production also to the teachers who gave their time for preparations.

Q: What is Doors Open Ottawa?

A: Many historical buildings around Ottawa open their doors for guided tours to interested members of the community.

Q: What time frame is the form intended for?

A: Commitments are only for one year or the specific event parents sign up for.

d. Outreach and Parent Engagement Goals and Plans

- The first cheque that had been sent was canceled; a one has been issued and received.
- Norah Vollmer has left her position and has gone to Carleton University; Sid planned to invite her as she is the one who sends the questionnaires.
- OSCIO published a flyer with 25 ideas to increase parent involvement.

Q: Why should we reach out to find more volunteers? What would we achieve?

A: The parent-council is to be a voice of the parent body, a larger group provides a richer input; a larger number will also add and improve discussion and improves parents connection with the school.

Comments:

- Not all council attendees need to be members; the number of council members is set. The goal is to get everybody involved and much can be achieved with informal votes where all attendees are allowed to vote.
- We are lucky that we have many parents attending council meetings at LCI and Nepean; other schools are not so lucky. Oftentimes schools face problems such as council not being representative of the student body, English not being the first language of the parents; limited public transport to and from meetings. But maybe Lisgar does not have to increase parent involvement; the student body is already well represented.
- We have established better online communication; there is not enough time left to put additional services in place for this school year.

e. LSC Constitution Review Update (Bruce Warnock)

- The team wanted to have a draft ready this week; it is not ready but the team is making progress.
- Many Board and province regulations need to be looked up to make sure everything in the constitution conforms with these rules. References to the primary documents will be added.
- This is more work than anticipated, so the time line has been pushed back by one month.
- The draft will be circulated amongst the council for feedback, and then circulated to whole group in preparation for voting.
- The goal is to have it ready for approval in June.

6. Chair's Report (Sid Witiuk)

Sid skipped his report because the meeting was running late.

7. Staff Representative's Report (Phil Italiano)

- A plaque was received from the Sprott Business Centre; the team had achieved third place amongst all participants and first place in Carleton University area.
- Ms. Isaac informed that 20 out of 50 spots for the trip to Stratford are still open; parents can be invited to come along as supervisors. Cost is \$275 per person; registrations are accepted until April 20.

Comments:

- Announcement of Stratford trip should go on the web site or sent out via Synervice.
- There should be a form attached to the flyer, or flyer itself should contain more detailed contact information.

Q: Will the students miss any school days because of this trip?

A: Yes, two.

8. Principal's Report (Karen Gledhill)

Lisgar thanked the Alumni executive for their financial support: 6.5K for the renovation of the language room, 3.5K for the senior boys' soccer team to attend the provincial finals.

Lisgar Academic Achievement Awards (LAAA): the criteria now includes all courses (online, night courses, etc); the limit was raised to 85%; parents and students need to be better informed about the awards being given out at commencement.

An appreciation event for the 27 volunteers and the teachers who had them in their classes took place on Friday; March 28. The success of this program is due to the perseverance and commitment of Mark Goebel.

Damn Yankees starts on April 3. It is not a show for elementary children; in past years, students from feeder schools were invited for the final rehearsal; this time the grade 11 students were the audience for the rehearsal.

The trip to France and Spain was very successful. Over 50 students participated, accompanied by 5 teachers.

The Literacy test went very well: it took place on the same day as the parent-teacher interviews; the students took the test very seriously; 275 students wrote the test.

Linda Martin (Business Teacher) is the winner of the Ontario Business Educators' Association Accounting Teacher of the Year Award.

Reach for the Top team is going on to the provincials; they have been invited back to Chicago for the third time. Tamara has been the driving force; she is graduating from the University of Ottawa and won't be able to support the team any longer.

Fraser Institute report cards came out. There is much more to a school than province wide marks. Lisgar has improved (last year's score was 7.9); the school is doing a better job in providing support to students before problems arise. Lisgar is now the #1 school in Ottawa.

Kemptville got 10 out of 10; out of their 600 students not a single one failed.

Colonel By was not in the top 10 this year.

The English and drama group went to the St. Brigid's Centre for the Arts and Humanities to attend the Oakham School production of the 'Twelfth Night'.

Enrolment for next year: 1063 students (includes 8DD) are projected, currently 1031 (includes 10DD) are enrolled; short 32 students; there are still outstanding option sheets: 10 grade 9, 10 grade 11, 10 grade 12.

Operating budget is 140K;

- Other allocations include Special Education, Team Transportation, DD Unit, Occasional Teacher, Educational Assistance and Office & Technician Assistance.
- By the end of semester 1, 2/3 of occasional teacher budget (OT budget) had been used; money is tight, some departments are involved in fund raising to support their allocations.
- A meeting with departments is taking place to plan staffing and budget for next year and to decide how to spend unused money; 40% from this year can be used next year.
- PQR Fund: a group of anonymous donors out of England who are supporting disadvantaged kids; fund can be used to pay for breakfasts, lunches, winter suits, field trips and other financial aid for students: the program also provides funding for post-secondary education.

Assessment evaluation policy: a draft document has been received; Curriculum Services at the Board is hosting an information day for department heads to discuss and provide input.

The Bullying Committee is making a presentation at the staff meeting; working on implementation of strategies.

Centretown News: article about a Lisgar Alumni sculpting the head of a homeless person.

Elizabeth Manley gave a presentation to students about eating disorders; she is very motivating; it is interesting to note that there are more and more young males with eating disorders.

Custodial staff has to be commended on how well they coped with the huge amount of snow throughout the winter. Lisgar is renting the dome at Lansdowne for practice until the snow melts.

Q: Have the criteria for the Silver medal changed too?

A: No, it has not changed. It is a Board award; it is the same for all schools.

Q: Is the LAAA awarded to all grades?

A: Yes.

Q: How is OT budget determined?

A: It is 4.35 days per year for each full time staff member. Two years ago LCI under spent, last year LCI over spent.

Q: Is this 4.35 Board or province wide? Is this based on statistics?

A: The teachers have up to 20 days of sick leave per year, plus special leave for family emergencies, moving, etc, so the 4.35 per teacher does not cover all absences. The Board OT is high in comparison to province.

9. OCASC Representative (Kate Preston – Thomas)

Absent.

10. SSC Representative Report (Pam Coculuzzi)

Absent.

11. Appointment or Election of Vice/Co-Chair and other officers/”seats”

The council is still looking for a vice-chair.

12. Other Business and Discussion “Overflow” from previous items

No comments.

13. Round Table (Sharing Quick ‘News’ Items of Interest)

Comments:

- Minutes should be issued earlier in the month.
- Meeting schedule for next year cannot be confirmed until after the 30th of April, when the school calendar is being decided.
- Sylvie C. has offered to chair the meeting; Rachel E. has offered to chair if Sylvie is unable to attend.
- Any suggestions for the May agenda should be sent to Sid; he will prepare the agenda for May.
- May agenda should include a discussion on how to attract more parents.
- Council should get together to brainstorm how to increase parent involvement in a more informal setting than council meeting.

Action item: Liz M. and Lynn H. to keep an eye on trustee motions.

14. Adjournment

The meeting was adjourned at 9:30 pm. The next meeting will take place on Tuesday, May 6 at 7:00 pm.

ANNEX A

Lisgar Student Council Constitution

Amendments

April 2008

Annex II

Article 7

Replacement Procedures for the Office of Co-President

General

1. These procedures and protocols shall be followed only in the event that one of the Co-Presidents is unable to fulfil their full term of office, resigns, fails to maintain regular attendance, or otherwise becomes disqualified to serve as a Co-President.
2. The Co-President to be replaced shall remain in office until the replacement Co-President is designated by Council.
3. Immediately following all procedures described below, the newly elected Co-President shall replace the outgoing Co-President and appoint a replacement for his/her previous position on Executive Council.
4. The tenure of the replacement Co-President shall be for the remainder of the school year.

Nomination Procedures

1. As soon as Council receives notice that one of the Co-Presidents is unable to fulfil their full term of office, the remaining Co-President must appeal to the Executive for any candidates interested in the position of Co-President.
2. All potential Co-President candidates from the Executive must fill out and submit a nomination application form to demonstrate interest in the position, and to assure Council of their eligibility, within five (5) school days of the appeal from the remaining Co-President for candidates.
3. All Co-President candidates will be subject to an interview by the remaining Co-President, the Director of Student Affairs, and the Teacher Advisors of Council after the nomination deadline of five (5) school days has passed.
4. Should no members of Executive demonstrate intent to replace the outgoing Co-President after the nomination deadline of five (5) school days has passed, the Director of Student Affairs may, at his/her discretion:
 - i) Extend the nomination deadline; or
 - ii) Choose not to have the outgoing Co-President replaced.

Eligibility Requirements

1. All candidates seeking to replace the outgoing Co-President must currently be in Grade 12 on Executive Council, and will be subject to the eligibility requirements for the Office of Co-President as described in Article 2 of Annex II of the *Lisgar Student Council Constitution*, excluding requirement number six (6).

Election of Replacement Co-President

1. Following the nomination procedures, Executive Council shall vote, by secret ballot, to determine which candidate will replace the outgoing Co-President. The candidate who receives the highest number of votes shall immediately replace the outgoing Co-President.

Article 11

Duties of Council Members

Duties of Grade Representatives

5. The Grade Representatives shall:
 - d) serve on Executive, and have 1 vote each

Annex I

Article 2

Student Organizations and Clubs

1. The following student groups shall be classified as student organizations.
 - b) The Lisgar Sports Council (LSC)
 - e) Students' Council of Lisgar Collegiate Institute

Article 12

Functions of Standing Committees

The Goodwill Committee

5. The Goodwill Committee shall:
 - a) be responsible for any community-oriented service, such as the annual United Way Pancake Breakfast and the annual Canned Food Drive.

The Student Affairs Committee

7. The Student Affairs Committee shall:
 - a) be responsible for the election of the Co-Presidents, Grade Representatives, and OCDSB Student Trustee Advisor School Representative;
 - b) oversee any constitutional amendments;
 - c) be responsible for approving and representing all school clubs; and
 - d) be responsible for organizing programs and events to increase student participation in clubs.

Annex II

Article 3

Eligibility Requirements for the Office of OCDSB Student Trustee Advisor

General Requirements

5. The OCDSB Student Trustee Advisor candidate must be in Grade 9, 10, 11, or 12 at the time of the election.

Article 9

Election of Co-Presidents and OCDSB Student Trustee Advisors

Candidate Regulations

2.
 - f) Should only 1 candidate for OCDSB Student Trustee Advisor meet the eligibility requirements outlined in Annex II Article 3 of the *Lisgar Student Council Constitution*, he/she shall automatically be given the position of OCDSB Student Trustee Advisor for the following school year.
 - g) Should only 2 candidates for Co-President meet the eligibility requirements outlined in Annex II Article 2 of the *Lisgar Student Council Constitution*, they shall automatically be given the position of Co-Presidents for the following school year.