

**Lisgar School Council Meeting  
March 3, 2008  
Minutes**

**Council Members Present:**

Pam Coculuzzi; Rachel Eugster, Sue-Ellen Gahagan; Lynn Honsberger; Phil Italiano, Sidney Witiuk; Lawrence Wolofsky.  
Members at Large: Tina Hogue; Bruce Warnock.

**Council Members Regrets:**

Amit Anand; Mark Farren; Kate Preston-Thomas; Sarah Witiuk

**Parents and Guardians:**

Sonia Higgins; Karima Lotayef; J.M. Scott-Harston; Reine Vezeau-Beale; Charles Szalay.

**Ex-Officio Members Present:**

Karen Gledhill; Anne McKillop-Ostrom.

**Invited Guest Speakers:**

Ingrid van de Walle

**Meeting Secretary:**

Gertrud Jeewanjee

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

Sid welcomed all attendees. Housekeeping items:

- The presentation of the new mathematics program will take place in a mathematics classroom upstairs;
- A timekeeper will be appointed; Sue Ellen G. volunteered;
- Proposed that the council chair can ask for somebody in attendance to make a motion; a chair cannot make motions while chairing the meeting;
- Announce any scheduled motions as part of the agenda before it is circulated.

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

It was suggested that changes to the draft agenda should not be made after the agenda has been circulate, only at the meeting with the council's approval.

It was

MOVED BY: Tina Hogue  
SECONDED BY: Sue-Ellen Gahagan  
THAT the revised agenda be accepted.

CARRIED

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

It was

MOVED BY: Bruce Warnock  
SECONDED BY: Mike Scott

THAT the minutes be accepted with the following changes:

- Page 2, item 5, section c: replace '...the principal can no longer suspend' with '...the principal can no longer expel'.

CARRIED

#### 4. Students Council Representatives' Report (Amit Anand, et al)

Postponed

#### 5. Invited Presentation(s)

##### a. The New Mathematics Program (Ingrid van de Walle )

- This is the third year the Smart boards are being used in the math rooms;
- The ministry wants to use more technology and wants students to know what 'math looks like'; the Smart board helps children to understand math; technology is not used to replace skill acquisition.
- The curriculum has been designed to integrate appropriate technologies into the learning and doing of mathematics.
- A balanced mathematics program at the secondary level also includes the development of algebraic skills.
- This new curriculum will help students to be better prepared for university.
- Details on the new curriculum: [www.edu.gov.on.ca/eng/curriculum/secondary/math1112currb.pdf](http://www.edu.gov.on.ca/eng/curriculum/secondary/math1112currb.pdf)

Changes to Grade 12 curriculum:

- *Foundations for College Mathematics*:
  - 2D and 3D geometry, triangle trigonometry, linear relations, quadratic relations, exponential relations.
  - Added: algebra and exponential relations, personal finance (annuities, mortgages, budgets)
- *Data Management* remained the same:
  - permutations and combinations, probability and probability distributions, collection and organization of data, graphical and statistical analysis of data, research project.
- *Advances Functions and Introductory Calculus* has changed to *Advanced Functions*:
  - Advanced functions (polynomial, exponential and logarithmic) were moved into Advanced Functions;
  - Added: trigonometric identities and trigonometric functions.
  - Introductory Calculus (polynomial, rational, composite, exponential and logarithmic functions) was moved into *Calculus and Vectors*:
    - Added: vectors, trigonometric functions.
    - This course is now a prerequisite for the *Calculus and Vectors* course.
- *Geometry and Discrete Mathematics* changed to *Calculus and Vectors*.
  - Combinatorics, proofs, and circle geometry have been cancelled
- MCT 4C Mathematics for College Technology: can be accessed online:

Q: What is the situation on textbooks for next year?

A: The publishers are working on having the textbooks out in September.

##### b. Volunteer Coordinator's Update (Sid Witiuk for Elaine Wong)

A volunteer application form was attached to the report cards; it included a questionnaire on the back for suggested changes.

Annex B of the February Meeting Minutes contains a list of volunteers needed:

- Staff appreciation luncheon (end of June, potentially Monday, June 23); Gertrud J. and Sue-Ellen G. volunteered.
- Open doors Ottawa (June 6 & 7): information package has been sent but cannot be located; volunteers need to be found by the April meeting in order to participate.
- Welcome kit: it was decided to prepare one comprehensive flyer rather than several pieces, which will be added to the letter being sent to parents of grade 9 students in August; Sue Ellen G. volunteered.
- Council meeting schedule for 2008-09: Rachel E. volunteered.
- Annual report coordinator: Sid W. volunteered.
- Questionnaire response coordinator: not yet assigned
- Orientation session for potential council members: will be included in the September meeting in preparation for the elections and appointments.

Comments:

- We should organize an open house with wine & cheese in September and invite everybody interested in joining the council.

**c. On-line School Transfer Pilot Results and Findings (Karen Gledhill)**

The cap was 110; 461 submissions, including duplications, 249 submissions without duplications; 90 out of 249 applied more than once; the largest number of applications for the same child was 18; cap was reached in the first 5 seconds;

Transfers: grade 9:100 (42 gifted, 58 regular), grade 10:6 (3 gifted, 3 regular), grade 11:2 (2 regular), grade 12: 2 (1 gifted, 1 regular)

Home 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 (possibly based on the board announcement that they will close four gifted centres; could be because their program is smaller with less congregated classes); Nepean: 6, Osgoode Township:2; Rideau: 7; Ridgemont:13 (possibly because of the multiple lockdowns last year); SR Borden: 5; South Carleton:1; West Carleton:3; Woodroffe:1. Adult, Ottawa Tech. Learning Centre, Sir Guy Carleton, Sir W. Laurier: 0.

No paper applications were accepted during the first two days; 13 paper applications were received after the cap had already been filled.

The acceptance letters have been sent; replies have to be returned by Wednesday after the March break

**Transfer process at Nepean:** 69 parents waited through the night for 37 spots, the line up started Sunday morning. **Transfer process at Colonel By:** cap was 90; online process started at 1:30 PM; there were no technical problems with running both registrations at the same time; 90 applications were received within a few minutes; total of 150 applications (without duplicates)

**Action Item:** Karen will provide the secretary with the cap for Nepean.

Q: How many siblings did not get in?

A: Four.

Q: What does this mean for the future? Should there be any further improvements?

Chair asked if anyone wished to make a related motion but none were forthcoming at this time.

Comment: there is a lot of support in the community for automatic sibling acceptance; for a more family-oriented approach. This would be worth pursuing as a policy change.

**Action Item:** Karen will provide the secretary with a copy of her presentation.

**d. Interim Election and Electronic Voting Procedures (Rachel Eugster)**

The LSC Constitution specifies that officers be elected by Council members from among their number, by a simple majority. This is a simple and flexible approach, but because complications may arise.

Therefore, at Sid's request, the Constitution Review Committee studied the options, and proposes that the LSC adopt supplementary rules to guide and inform this election. If adopted, these rules will stand until the Constitution is revised -- or they could be amended before the vote such that they would stand only until the end of this year. If these rules do not pass, the election will proceed under the looser strictures of the Constitution.

Proposed election rules to fill chair vacancy:

- All those present at the meeting are entitled to one vote in an informal election.
- A consensus vote of all those present at the meeting will carry. However any member of Council may request a formal vote restricted to Council members. This would supersede any informal vote.
- Only full Council members (including candidates) are entitled to vote if a formal vote is called. [note that the previous two rules are in accord with LSC's current constitution]

- If no candidate comes forward - search continues and election is held in April.
- If 1 candidate - Council can acclaim that person.
- If 2 candidates - election is held by show of hands; majority wins. If before the vote is held anyone requests that paper ballots be used, that request will be honored.
- If more than 2 candidates - election is by paper ballot, candidate with the most number of votes wins.
- If paper ballots are used, the total number of votes for each candidate will not be made known, only who won.
- Candidates not previously nominated can be added to the slate up until the time of the vote, with the consent of the majority of those present, and shall fill out a nomination form on the spot.
- Quorum is 11 members.

It was

MOVED BY: Rachel Eugster  
 SECONDED BY: Sue-Ellen Gahagan  
 THAT the proposed election procedures be accepted.

CARRIED

**e. LSC Constitution Review Update (Rachel Eugster)**

The Constitution Review Committee has met both in person and by email to discuss the revision of LSC's constitution. We have reviewed the LSC constitution, relevant sections of the Education Act, OCDSB policies and procedures, and a Ministry guide for school council members, as well as the constitutions of other volunteer bodies. We have begun working together to assemble a document in clear, understandable language that incorporates both what is unique to Lisgar and general good practices.

The goal is to have an updated constitution voted in at the May meeting. Therefore, we propose to follow this timeline:

- Committee assembles a working draft by March 9
- Draft is posted electronically, and input is solicited from Council members
- Committee takes suggested amendments into account
- Final draft is presented for approval at the April 2 meeting
- If approved, draft is circulated to parent body, along with an invitation to a special constitution amendment meeting
- A portion of the May 6 meeting is designated a special meeting for the purpose of amending the Constitution, and the final draft is accepted or rejected

In addition to a revised constitution, the plan is to create (or at least to draft) an additional policy guide for school council members.

Q: The constitution requires a 2/3-majority approval; do the guidelines require the same?

A: No, the guidelines do not require a 2/3-majority approval.

**6. Chair's Report (Sid Witiuk)**

Annex A of February meetings minutes 'How we communicate' could be posted to the LSC web site.

Q: What is the intended audience?

A: Anybody visiting the web site.

Comment: The document might need some simplification.

Item was tabled until next meeting so parents have a chance to read it before approving it.

Lisgar Funds Meeting: Sid attended; funds are slowly being depleted; the Alumni has agreed to have their own web site to solicit donations. Ways to facilitate future donation requests should be found and discussed.

Q: Is this a request from the Alumni or is this the council offering to help?

A: The council offering to help.

This item will be brought forward at the next meeting.

### **7. Staff Representative's Report (Phil Italiano)**

One student qualified for the geography contest.

Reach for the top - March 28, Trivia Fundraiser night, still looking for fundraising prizes;

Lisgar will be featured in the Centretown news; they will send a photographer on Thursday; the article will appear on March 14.

**Action item:** Gertrud will get the name of person who qualified for the geography test.

### **8. Principal's Report (Karen Gledhill)**

The option sheets are being collected from feeder schools and current students; only 50 outstanding; the goal is to check all option sheets by Friday, so they can be input during March break. This way, the data will be ready after the March break so staffing decisions can be made.

1063 students are projected for the next school year;

The LCI newsletter went out with the report cards; copies were provided at the council meeting;

The Heritage Ottawa Lecture Series on February 20 was a great success; the senior soccer team was selling snacks during event;

Space Sim mission to Mars: the children were 40 hours straight in the simulator; they were very excited; these missions are phenomenal; the unit has to be moved to 440 Albert Street because of space allocation;

Music Fest was held on February 21 at Earl of March H.S.: the students did very well

Letters of concern will be mailed during March break;

Literacy test will be on the same day as parent-teacher interviews (March 27); around 290 will write the test in the morning; on March 18 and 19, any teacher teaching a grade 10 class will work with the students through workbooks to prepare for the test; the learning support teachers are working with the spec-ed children;

Three teachers are taking first aid training; two business teachers attending the Provincial Conference at the end of April. The LCI staff is always very willing to attend training on PD events; a lot of preparation is required if teacher wants to attend these events; the school has a \$52K budget for training;

Trip to Spain and France is leaving on Thursday, 55 students and 5 staff members are going;

On Friday morning four staff volunteers will meet with the board consultant to provide feedback regarding the Gifted Program Quality Indicators.

The Student Council Semi-formal Dance was a huge success and enjoyed by all.

Q: The event 'Grade 9 student review' listed on the website for March 19 - what is that?

A: That is a staff meeting.

Q: Is the literacy test on March 27 the same as the one administered by the family resource centre?

A: No, this is a provincial test. All grade 10 students in the province write it at the same time.

Q: Were there any problems with the online transfer application process?

A: No, the form and the template had been improved; drop-down menus were available.

Comment: Perhaps we should we prepare a questionnaire for all parents who applied and email it to those parents and perhaps Karen would be willing to distribute this to gather more information.

**9. OCASC Representative (Kate Preston – Thomas)**

Kate P.-T. attended a school board meeting.

**10. SSC Representative Report (Pam Coculuzzi)**

Pam will forward her notes

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

No nominations were received by the deadline. Nobody present at the council meeting came forward to stand for vice-chair.

Election was postponed to April.

Sylvie has agreed to chair the May meeting if there is no vice-chair.

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

School Transfer: It was commented that possibly the council should suggest to the board that a quota be established for the higher grades.

Comment: This should only be pursued if there are denied applications for the higher grades.

Karen: There were no grade 12 applications, but several 10 and 11.

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

It was suggested to ask people how much time they need if they want to have something put onto the agenda.

Q: Do the LCI teachers who assess work based on a rubric with a four-point scale use values that are standard across the school when converting those points into something that can be averaged with the percentages achieved in other assessments?

A: Teachers in each department convert the 4-point scale to the percentage scale the same way. They are variations between the various subjects.

Q: Now that reports are out, has there been an improvement on the spec-ed results?

A: The results have not yet been analysed, but the number of students in distress late in the semester was significantly reduced. It is difficult to compare results of two different years, as the student body is different.

**14. Adjournment**

The meeting was adjourned at 9:15 pm. The next meeting will take place on Wednesday, April 2 at 7:00 pm.