

**Lisgar School Council Meeting
September 17, 2008
Minutes**

Council Members Present: Edward Chen, Pam Coculuzzi, Feng (Wendy) Ding, Beth Doubt, Rachel Eugster, Doug Griffin, Lianhua He, Tina Hogue, Lynn Honsberger, Phil Italiano, Gertrud Jeewanjee, Hui Li, Karima Lotayef, Yani Luo, Liz Melanson, Dirie Mohamed, Sue Nishi, David Paull, Kate Preston-Thomas, Ruweida Shire, Sanjay Srivastava, Stephen Wang, Bruce Warnock; Lawrence Wolofsky.
Ex-Officio: Karen Gledhill; Mark Goebel;

Council Members Regrets: Jeremy Chitpin, Jamie Gardiner, Bob Irwine

Parents and Guardians: David Bryden, Lillian Chow, Julie Harris, B. Jane Luh, Vic Nishi, Sachiko Okuda, Zhe Su, Jin Wang, Elaine Wong

Meeting Chair: Rachel Eugster

Meeting Secretary: Gertrud Jeewanjee

1. Welcoming Remarks (Rachel Eugster)

- Rachel welcomed all attendees; explained that council meetings are taking place on Monday, Tuesday and Wednesday in rotation.
- Attendees introduced themselves.

2. Approval of Meeting Agenda

- Student council presidents sent their regrets.

It was

MOVED BY: Sanjay Srivastava

SECONDED BY: Liz Melanson

THAT the agenda be accepted with the following change:

- Presentation of Student council presidents canceled

CARRIED

3. Approval of Minutes of Previous Meeting

It was

MOVED BY: Gertrud Jeewanjee

SECONDED BY: Sanjay Srivastava

THAT the minutes be accepted with the following changes:

- Staff Appreciation Luncheon took place on June 23
- page 2 (Transfer policy): Bell H.S. to be included in the list of schools
- item #6: replace 'fund' with 'school council'
- Anand Srivastava was chosen as valedictorian

CARRIED

4. Appointment of School Council Members (Lillian Chow)

Rachel explained to new parents and guardians that the constitution was being revised by a team of four council members, but that under the current constitution, the following rules apply:

- There is no limit on the maximum number of council members, so all parents are welcome to join the council;

- A minimum of six parent council members is required.
- Any parent can be a member; parents do not have to be a member to attend and provide input, but have to be a member to vote.
- Members can be removed from council if they don't attend for three meetings, because members not attending make it more difficult to achieve quorum.
- Lisgar has a tradition on room votes (all attendees can vote), only more contentious issues require a 'council only' vote.

Lillian thanked Liz Melanson for her help with volunteer recruitment and encouraged all parents to volunteer for any of the open positions.

Open positions: chair, vice/co-chair, secretary; community, Board motion, transfer policy, OCASC, SSC, and SEAC representatives

Optional positions: treasurer, web master, volunteer coordinator

Comment: From time to time we have presentations from outside speakers, new school programs,

Q: Does the council get chosen fresh every year?

A: Yes. When children are leaving Lisgar, parents can no longer be council members and have to be replaced.

Q: Is attending another council meeting a legitimate reason for missing the meeting?

A: Yes.

5. Student Council Co-Presidents' Report (Jeremy Chitpin, Jamie Gardiner)

The student council co-presidents sent their regrets.

6. Staff Representative Report (Phil Italiano)

No news to report.

7. Principal's Report (Karen Gledhill)

Karen thanked the council for the Wine and Cheese prior to tonight's meeting; on behalf of the staff, she also thanked for the Staff Appreciation Luncheon in and for all the recipes.

(a) Enrolment – 1079 (14 over projection).

(b) Staffing

Back from leave: Mary Bourassa, Amy Ruff, Will Creelman (Math Dept.); Peter Niedre, Outdoor Ed., Science;

Transfer from SWL: Derrick Grose (Teacher-Librarian, former Dept. Head English); Carol Cousineau (.5 Educational Assistant); Emilie Gallichand Czich (Contract French teacher, 2 classes, Semester 1); Melanie Cantrell (Extended occasional teacher, 2 classes, Semester 1, Business & English);

(c) Dual Support Program – 4 additional students (2 girls), and 2 Educational Assistants. Another student arriving tomorrow, this will fill the class (10).

(d) Summer Work – ventilation systems; new radiators; steps at north-east end of main building repaired; repairs to floor in boys' changing room; concrete at south-west side of walkway at back of north building repaired. Kudos to all members of the Custodial Team, who worked over-time preparing Lisgar for the first day of school. New Smart board and projector installed in Madame Kunstmann's language classroom, supported by the Lisgar Fund. She is very excited and has offered to train her dept. members during the lunch hour on Mondays.

- (e) Website News (lisgar.ca) – Lisgar wants to make it newsworthy and a means of communicating up-to-date information to our students, parents & community. Newsletters/courses of study/student planner/calendar – all posted and maintained regularly. Notices to parents periodically – e.g., link to School Council website; listeria issue and link to Health Canada website.
- (f) Five visiting Spanish students, here for 4-8 weeks, in a variety of courses. Their goal is to practice their English. Adriana Franklin, Spanish teacher, and her students are hosting them. They had a pizza lunch and tour of the school on their first day.
- (g) June Newsletter and School Profiles were distributed.
- (h) Commencement, June 2008: 250 graduates; 144 Ontario Scholars; 72 Silver Medals; 29 Extended French certificates; 125 Lisgar Academic Achievement Awards.
- (i) Change of criteria for LAAA – effective June 2009 for grads – requirement of 85% average, courses taken anywhere. Does not conflict with the Ontario Scholar criteria and recognizes the variety of ways students accumulate credits towards their diploma. For grade 9-11 it remains at 80%, includes courses taken anywhere (Ontario Scholar is just for grads).
- (j) Assessment & Evaluation Policy was distributed. Students received them last week and discussed them in class; they are based on the Board document and Ministry policy.

Action item: addition to October agenda: Karen will be taking questions on the assessment evaluation policy.

- (k) Activities this month
 - first day assemblies – Students’ Council Welcome, BBQ and tours for the grade 9’s; fun activities for grade 9’s during the lunch hours on the first Wed., Thursday and Friday;
 - Mark Goebel reported on Safe School Assemblies (presentations by VP’s, OC Transpo, Nurse Practitioner, SRO (absent, VP A. McKillop-Ostrom covered the role of the SRO); Volunteers;
 - English Dept. Stratford Trip last week.
 - Mock time table evening on Sep 18 (parents follow kids’ timetable, assembly for parents of grade 9 students at 5:50PM)
 - Clubs Day September 24 (students are encouraged to sign up)
 - Terry Fox Day, Friday, Sept. 26
 - PA Day Oct. 3
 - Letters of Concern, week of Oct. 6.
- (l) Yearbooks – only \$35.00 until the end of September.
- (m) Ski Trip to Mont Ste. Anne – dates have been changed to include the first day of Semester 2. This is not school sanctioned nor are there teacher. A notice is on the website and a synervice message was sent. Thanks go to the parent who notified Lisgar.
- (n) OCDSB: a balanced budget was passed last year for this school year. At our next meeting, Karen will make a presentation about the school’s operating budget.
- (o) 34K were spent on photo copies last year; to reduce cost, from now on, newsletter will only be posted on web, not printed and sent home; hard copies will be available for parents without computers; class work will be available on the web rather than given as printout;
- (p) The number of volunteers is special to Lisgar, currently 17 volunteers; volunteers have police checks; they receive an orientation; volunteers keep coming back; majority are university students.
- (q) University information evenings are taking place in Ottawa on the weekend of October 20 are similar to Toronto event taking place on Sep 26/27
- (r) Parents need a release form from students who are 18 or older to talk to teachers, check attendance;

Action item: Karen to speak to student services to make sure info for university information events is on web

Comments:

Lisgar council web site has additional information on these unsanctioned trips.

Toronto University Fair at the Metro Toronto Centre is absolutely great, much larger; attendance is 90,000.

Q: Can students go home when they finish the Terry Fox Run?

A: Yes, after they have completed at least one lap, but students are encouraged to do for laps. The students run along Queen Elizabeth Drive to Pretoria Bridge, back to Somerset Bridge; they are free to walk or jog. Staff with first aid kits will be on bikes. Parents are encouraged to join.

Q: Is there adult supervision during the ski trip?

A: Supervisors will probably be no older than 23-25 and won't control alcohol consumption or rooming arrangements. The early registration included a free ticket to a night club (most students are not yet 18 at time of ski trip). It is not a school trip, not school funded, not school sanctioned.

Q: How can year books be purchased?

A: the period 1 teachers have list and books are also sold during lunch hours.

Q: Can the two cheques for school fees and the year book be combined?

A: It is easier to process the payments if amounts come in separately as both items are voluntary. School fees go towards athletics, supplies, guest speakers, etc. Lisgar doesn't want students to be embarrassed if they can't afford the year book. Cheques are preferred over cash; receipts are issued.

Q: Was computer and internet safety covered during the assembly?

A: Cyber safety is now included in the grade 9 instructions; students are shown that it is possible to find out who they are by what sites they visit. CBC now has a series on cyber safety on their web site.

Q: Does the enrollment of 1079 students include the students from Spain?

A: Yes.

Q: Does the list of teachers on the Lisgar website include full first names? It would help to have the first names to find out what the teacher's email address is.

A: Currently, only initials are listed. Teachers are not expected to share email addresses; it is up to the teachers to decide whether to share their email address.

8. Report on Board Issues

Boundary Transfer Policy (Lynn Honsberger)

No update.

Board Trustee Motions (Liz Melanson)

Council is following a motion to rescind a previous motion, which was passed in 2001 and allowed any changes for special education and their location to be brought to a board committee. The new motion is to have the changes to go straight to the board without trustee input. Many schools have expressed concern about this; the issue was deferred to the fall last June. It looks like this motion will come forward to the education committee on October 22.

Rob Campbell put in a motion to limit rescind motions; this motion is coming to the committee at the same time as Trustee Getty's motion.

9. Report on Council Constitution (Rachel Eugster)

A team of four council members is in the process of updating the constitution; the team consulted the Ontario parent guide, as well as Board, Ministry and provincial rules; the team hopes to have a version ready soon for approval/input by council, and then publish it to whole parent community for comments. A special meeting will be scheduled during a regular council meeting to vote on the new constitution.

10. Other Business

Rachel thanked Lillian Chow for volunteering for nominating committee.

Action Item: Assign volunteer positions at the next meeting to allow new members more time to get familiar with the various roles.

11. Round Table

- Parents shared stories of their summer holidays and their children.
- *Open Doors Ottawa* had 180 visitors, 15 student and 3 parent volunteers; one tour was done in Chinese and one in French (visitors from France were very impressed); council received some donations. A training video for volunteers could be created to cut down on volunteer training time prior to the event.

12. Adjournment of Formal Meeting

The meeting was adjourned at 9:10 pm.

13. Election/Appointment of council members (Lillian Chow)

2008-09 Lisgar School Council (by appointment, no elections were required):

Co-Chairs: Rachel Eugster and David Paull

Secretary: Gertrud Jeewanjee

Staff Representative: Phil Italiano

Student Council Co-Presidents: Jeremy Chitpin, Jamie Gardiner

Community Representative: Bob Irvine

Webmaster: Lawrence Wolofsky

Treasurer: Lianhua He

Volunteer Coordinator: Ruweida Shire

Staff Appreciation Luncheon Coordinator: Sanjay Srivastava

OCASC Representative: Kate Preston-Thomas, alternate: Stephen Wang

SSC Representative: Liz Melanson, Pam Coculuzzi

SEAC Representative: Beth Doubt

Boundary Transfer Policy: Lynn Honsberger

Board Motions: Liz Melanson

Constitution Review: Rachel Eugster (Chair), Liz Melanson, Bruce Warnock, Gertrud Jeewanjee

Members at Large: Edward Chen, Feng (Wendy) Ding, Doug Griffin, Tina Hogue, Hui Li, Karima Lotayef, Yani Luo, Dirie Mohamed, Sue Nishi.

Ex-Officio: Karen Gledhill (Principal), Mark Goebel and Anne McKillop-Ostrom (Vice Principals)