

# School Council Newsletter

February 10, 2017

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## WHAT'S NEW...

Today the media reported a story on the loss of school council funds. These are never easy issues to deal with. As school council members, you know first hand the hard work and dedication that parents put into their school community. You also know the importance of financial controls and the need to protect the funds that you raise.

Last spring, I asked the school council to share some of their key recommendations regarding school council finances. I thought it would be helpful to their suggestions:

1. Principals and school councils need to work together to ensure that the school council is aware of proper financial reporting requirements and that the actual practices are compliant with school board policies and procedures. Both the principal and the school council have specific responsibilities and they must adhere to them in order to ensure transparency and accountability.
2. Proper school council record keeping is essential - agendas should identify the business to be transacted and the minutes should document all decisions made by the council. All school council documentation should be available online for every parent to access.
3. Monthly financial reporting is important - every month the treasurer should complete a bank reconciliation of accounts based on the bank statement and it should be signed off by chair. This should be shared regularly at the school council meeting.
4. All cheques written against the school council bank account must have **two signatures**. The school council should not store pre-signed cheques. When writing a cheque, the memo field should clearly indicate the purpose of the cheque to assist with future tracking/monitoring.
5. School councils should have clear policies on how funds are handled, especially cash. For example, funds should not leave an event without being doubly counted and recorded. Consideration should be given to whether school council volunteers who handle money should have a police background check.
6. The school district should monitor school council reports and should audit schools councils periodically, especially where reports are not submitted.
7. New school council members should be guided to resources about how school council should function and should be encouraged to ask questions.

The district has a [School Council Financial Resource Guide](#) which is an excellent resource.

## School Accommodation Reviews - UPDATE

The Committee of the Whole will consider the **Western Area Review report on Monday, February 13<sup>th</sup>. The meeting begins at 6:00 p.m.** They will hear delegations and then will debate the recommendations. If they don't finish on that night, the meeting will continue at 7:00 p.m. on February 14<sup>th</sup>.

The Committee of the Whole will consider the **Eastern Secondary Review report on Wednesday, February 15<sup>th</sup> at 6:00 p.m.** and if necessary, Thursday, February 16<sup>th</sup> at 7:00 p.m.. The meetings are public and anyone can attend. They are held in the Boardroom at 133 Greenbank Road.

**SEATING WILL BE AVAILABLE ON A FIRST COME FIRST SERVED BASIS.** We will be live streaming these meetings and you can access the stream from the district website.

The recommendation by the Committee of the Whole has to be approved at a Board meeting. The Board for the **Western Area Review is scheduled for Monday, March 1<sup>st</sup>, 2017.** The Board meeting for the **Eastern Secondary Review is scheduled for Tuesday, March 7, 2017.**

Read the reports and/or executive summaries here [Western Area Review - Final Report](#) ; [Eastern Area Review - Final Report](#) ; [Western Area](#) executive summary and the [Eastern Secondary](#) executive summary.

Read the possible amendments to staff recommendations from Trustees for the Western Area Review [here](#) and the Eastern Area Review [here](#).

## OCDSB Receives Canadian Council of the Blind "President's Award"

### For Gift of Sight Mobile Clinic

Did you know that 1 in 4 Canadian students have vision impairment issues? Thanks to a partnership with the Canadian Council of the Blind (CCB) the Ottawa-Carleton District School Board (OCDSB) with the support of Lenscrafter has been able to assist District students by providing a free mobile vision assessment clinic. In recognition of this program the Ottawa-Carleton District School Board will receive the Canadian Council of the Blind "President's Award" at their annual White Cane Week Dinner, on February 10th, at 7:00 p.m. at the Ottawa Curling Club.

## What Does Well-being Mean to You?

Join the OCDSB's Advisory Committee on Equity (ACE) and the York Street Public School to engage in the Ministry of Education's Promoting Well-Being conversation. Come and share your thoughts and ideas on Thursday, February 23, 2017 from 6:00pm - 8:30pm at York Street Public School, 310 York St. More information here:

## Young Artist Award - Deadline for applications: March 10, 2017

The Young Artist Award is a project-based, mentorship-driven youth arts award established for the recognition and encouragement of young Ottawa-based artists, ages 14 - 17 years old, demonstrating exceptional potential and a commitment to excellence in any art form. The award

recipients will receive funding in support of the creation and presentation of a proposed arts project. In addition, the Young Artist Award will provide mentorship support by pairing the award recipient with an established and qualified Ottawa-based artist working in the same field. A more detailed description of the award and the application procedure can be found [here](#).

## Free Online Homework Help in French - Voilà Learning

Voilà Learning is extending the *Online Homework Help in French* free of charge to ALL students registered in the OCDSB. Last year, this program provided live homework help to hundreds of French Immersion and Extended French students across Ontario. This coming school year, and thanks to a generous contribution from the **Ministry of Education**, all students from your school board can benefit from the help of a French, English or Math teacher online **every Monday, Tuesday, Wednesday, and Thursday from 5:00 p.m. to 8:00 p.m.** Watch demo video [here](#).

**Register now. Enter password BonjourVoila.**

## Continuing Education Newsletter - February 2017

Take a look at the latest edition of the Continuing Education Newsletter and what is coming up in our department. It is interactive, so please [click anywhere](#) to be linked to our website for more information on all of our programs.

## REMINDERS

### Kindergarten Registration

If your child will be age four or five by December 31, 2017, they are ready for junior or senior kindergarten starting September 2017. Students already in junior kindergarten do not have to re-register for senior kindergarten. Visit your local school to [register anytime](#).

### 2017-2018 Student Transfer Application Period: February 6th-21st, 2017

If your child wishes to submit a student transfer request, the application period is between February 6 and the 21st for next school year. Making a transfer request does not mean that your request will be approved but following the process is essential for consideration. Check [here](#) for the 4 basic steps to the process.

### Middle French Immersion Registration Period - February 13-17th

Middle French Immersion starts in grade 4. If your child has completed the grade 3 English/Core French Program, together you can choose to enter your child in the Middle French Immersion Program.

### Ottawa Public Health (OPH) Immunization

A reminder that parents are required to report all immunizations done at the doctor's office to OPH. Under this *Act*, OPH has the authority to suspend students from school. Due to the size of our District, OPH is dividing its surveillance campaign into two phases. The first phase of notification letters to parents alerting them of missing documentation was sent out on November 15, 2016 and the second on November 22, 2016. Suspensions for the first group will commence on February 8, 2017 and for the second group on February 22, 2017 so it is very important to ensure your child's immunizations are up to date. Immunization protects children from many serious diseases that are easily spread in schools. Learn more [here](#).

### Updating your child's immunization record

Any time your child gets a vaccination or booster shot you need to update their record with Ottawa Public Health by:

- Completing the [Online Immunization Reporting](#) to Ottawa Public Health
- Fax: [613-580-9660](tel:613-580-9660)
- Mail: Immunization Program, 100 Constellation Dr., Ottawa, ON, K2G 6J8, 7th floor, mail code 26-44
- Phone [613-580-6744](tel:613-580-6744) Monday to Friday, 9 am to 4 pm
- ImmunizeCA App: [appottawa.immunize.ca](http://appottawa.immunize.ca)

CANImmunize has also launched an action comic, *Immunity Warriors: Invasion of the Alien Zombies*, to educate elementary school students about the immune system and the role of immunization in defending against illness.

## Math Facts

Learning to Count - When children are learning to count, they like to touch, point to and move objects as they say the number aloud - so encourage them to!

- Have your child count toys, kitchen utensils, items of clothing as they come out of the dryer, collections (such as stickers, buttons or rocks) and any other items your child shows interest in counting.
- Mix it up! Have your child count a set of objects but start at different places in the set (for example, start counting in the middle of the set rather than at the beginning). This helps to develop the idea that the counting of objects can begin with any object in a set and the total will still be the same.
- Sing counting songs and use counting in meaningful ways in games, such as Hide-and-Seek. Counting games, rhymes and songs exist in every culture. Some counting songs and rhymes help children to count forward and backward as well.
- Have your child skip count (counting by twos, fives or tens) to count larger groups of items quickly. Use such objects as blocks, pasta pieces, toothpicks or buttons.
- Develop your child's awareness of the symbols used to represent numbers by making it a game. Look for number symbols in your home and neighbourhood: on the television remote, on the microwave, on the telephone keypad, in flyers and media, on signs and on team sweaters.
- Play a number version of I Spy. For example, "I spy something that has the number five on it," or "I spy something in this room that there are three of."
- Ask for your child's help to count items in your home. "I wonder how many chairs we have around the table? In this room? In the house?" Count windows, light switches, lamps or beds. You might record "how many" by using a combination of numbers and pictures.

## SCHOOL COUNCIL BUSINESS

### Your Child's Education - Be a Part of It!

The Parent Involvement Committee (PIC) is reviewing the publication Your Child's Education - Be a Part of It! PIC had a great discussion last week. We welcome feedback from all parents. If you have thoughts or suggestions about this booklet, please send them to [pic@ocdsb.ca](mailto:pic@ocdsb.ca). Take a look at the [booklet](#) here. You can find the links to it in other languages on this [webpage](#).

## Funding for Play Structures and Playgrounds

Funding is available to assist school communities in developing their school grounds and installing or replacing some of their play structures. Please submit your application using [Form 700](#), as soon as possible. Approval will take into account equity, special circumstances and other funding already in place. Project applications that did not receive funding in previous years will be carried over; however, it is important to update the application to reflect the current status. If you have any questions, please contact Dan Fournier at [613-596-8211 ext. 8690](tel:613-596-8211) or at [daniel.fournier@ocdsb.ca](mailto:daniel.fournier@ocdsb.ca).

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## BOARD AND COMMITTEE MEETINGS

### Meetings that Matter....

#### Board and Committee of the Whole Meetings

A Special Committee of the Whole will consider the Western Area Review report on Monday, February 13th. The meeting begins at 6:00 p.m. They will hear delegations and then will debate the recommendations. If they don't finish on that night, the meeting will continue at 7:00 p.m. on February 14th.

A Special Committee of the Whole will consider the Eastern Secondary Review report on Wednesday, February 15th at 6:00 p.m. and if necessary, Thursday, February 16th at 7:00 p.m.. The meetings are public and anyone can attend. They are held in the Boardroom at 133 Greenbank Road.

The recommendation by the Committee of the Whole has to be approved at a Board meeting. The Board for the Western Area Review is scheduled for Monday, March 1st, 2017. The Board meeting for the Eastern Secondary Review is scheduled for Tuesday, March 7, 2017.

The next Board Meeting will be on February 28th at 7:30 p.m. at 133 Greenbank Road in the boardroom. The agenda will be posted in the coming weeks.

#### Upcoming Meetings:

- 2/13/2017 [Special Committee of the Whole, Western Area Review](#)  
6:00 PM PLEASE NOTE START TIME
- 2/14/2017 [Special Committee of the Whole, Western Area Review](#)  
7:00 PM Continuation Meeting, if required
- 2/15/2017 [Special Committee of the Whole, Eastern Secondary Review](#)  
6:00 PM PLEASE NOTE START TIME
- 2/16/2017 [OCASC Secondary School Committee](#)  
7:00 PM
- 2/16/2017 [Ottawa Carleton Assembly of School Councils](#)  
7:00 PM
- 2/16/2017 [Special Committee of the Whole, Eastern Secondary Review](#)  
7:00 PM Continuation Meeting, if required

2/21/2017 **CANCELLED:** Committee of the Whole, Public  
7:30 PM

2/23/2017 Promoting Well-Being - Advisory Committee on Equity and York Street Public School  
6:00 PM

2/23/2017 Special Education Advisory Committee  
7:00 PM PLEASE NOTE NEW DATE

Boardroom Highlights can be found here.

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## EVENTS AND REMINDERS

Places to Go...Things to Remember

### Screenagers - Fisher Park/Summit Alternative - March 1st

On March 1st, Fisher Park/Summit Alternative (FSPA) Councils are showing the movie "Screenagers - Growing up in the digital age". This documentary explores the parental and teenage struggles over social media, video games, academics and internet addiction and offers solutions to help kids find balance. A screening will be at FSPA school (250 Holland Ave, Ottawa) and doors will open at 6:30pm and the movie will begin at 7:00pm. Following the movie, there will be an optional Q&A session. Concessions will also be available. We hope you and your teen and pre-teen will join us to watch this important film. Advance Ticket Purchase - Adult \$8, Student \$5 or Family Package \$25 (Good for a Family of 5). Buy Online [here](#).

### Practical Tips and Tools For Supporting Girls - Navigating Life Online

Support girls facing digital & media issues with A Guide for Trusted Adults, made with [@YWCA\\_Canada #ProjectShift](#).

### Me-to-We Food Drive and Raffle

Roch Carrier's Me-to-We Club is hosting a food drive students, staff and community members can donate. At this time of the year items that are in high demand are coffee, soups, crackers, canned goods including stews, vegetables and fruits. If you would like to participate you can drop off the items at the main office.

### Kindness Week - Artwork Contest -February 17-24

Please note that entries must be submitted by noon on Thursday, February 16th. The idea is that students draw something/anything that represents kindness to them. Details

- Please submit to your drawing to your teacher.
- Teachers please scan/photograph and send all entries in JPEG format to [kindness@caringandsharing.ca](mailto:kindness@caringandsharing.ca).
- Be sure to include the student's full name, school, and grade.
- There will be two categories, one being K-6 and the other grades 7-12.
- You can also fax entries to [613-226-7522](tel:613-226-7522).

- Only one entry per student.

If you have any questions about this contest, please contact: Megan O'Meara Communications Coordinator, the Caring and Sharing Exchange [here](#).

## Canada's Pink Shirt Day - February 22, 2017

Bullying is a societal issue that negatively impacts our schools, workplaces, homes, and over the Internet. Over the month of February try and raise awareness of these issues. One of the easiest ways to do this - is to simply wear a pink shirt on Wednesday, February 22, 2017 and if anyone asks why - simply say you support universal kindness! More information [here](#).

## Agincourt Road Public School - Blues in the Schools Fundraiser - Feb 11th

Did you get your tickets yet? Blues in the Schools is bringing educators and local musicians to Agincourt for two weeks to expose our Grade 1-5 students to music and to encourage them how to use music as a positive outlet in the world. The fundraiser is next month - and it's going to be a rockin' good time!

When: Saturday, February 11, 2017

Where: Fatboys Southern Smokehouse (Byward Market)

What: 3 course meal with musical entertainment by Sussex (<http://sussexrocks.ca/>)

\$50 per person; \$40 per person vegetarian option

Order your tickets online [here](#).

Questions? Email [agincourt.executive@gmail.com](mailto:agincourt.executive@gmail.com)

## [Merivale HS](#) - Graphic Design & Automotive Open House - funded by PRO Grant

Parents, guardians and caregivers are invited to join us for our [free Speaker Series Presentations](#). The presentations will begin at 7:00 p.m. Please save the date; more details will be added to our website in the near future.

First Nations, Métis, Inuit event

Thursday, March 2nd

Rideau High School auditorium, 815 St. Laurent Boulevard

Gender Identity and Expression

Thursday, May 8th

Sir Robert Borden High School auditorium, 131 Greenbank Road.

## CHEO Workshops on MindMasters 2 at Alta Vista P.S. - February 23rd, March 30th and May 11th

[MindMasters 2](#) is a free toolkit, developed by CHEO, for children from JK to Grade 3, to help children learn mindfulness, relaxation and positive thinking strategies that will help them manage emotions and cope with stress. Learn about the toolkit (including the free app for iPad) at a 3-part workshop series at Alta Vista Public School 1349 Randall Avenue in the Main Gym 7:00 - 9:00 p.m. on Thursday, February 23<sup>rd</sup>, March 30<sup>th</sup> and May 11<sup>th</sup>. Attend any or all workshops. Child minding is available. These tools can be modified for all ages. More information can be found [here](#).

## Stay Connected

OCDSB staff, students and community members can view the District's [website](#). Keep in touch by following us on [Twitter](#), visiting our [Facebook](#) and [LinkedIn](#) pages, and watching our videos on [YouTube](#).

## About the Newsletter

We get a lot of feedback about the newsletter and we are always happy to hear from you. Anyone can receive the newsletter. If you are not on our distribution list and would like to be please click [here](#) or email [Communications@ocdsb.ca](mailto:Communications@ocdsb.ca). At this time of year there are many changes on school council, please be sure to notify us about any change of email address.

Many people forward the newsletter to others in their community. If you forward this message, please delete all of the text from the "forward e-mail" link at the bottom left of the newsletter (just outside of the purple border). Otherwise, anyone who receives the message can click the opt-out button at the bottom of the newsletter and will actually unsubscribe your name from our distribution list. This may explain why some regular users are being dropped from our distribution list.