



## Oscar Peterson School Council Meeting

April 11<sup>th</sup>, 2017. 7:00 pm.

MINUTES

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**Attending:** Amanda Dimilta, Melanie Wright, Jo-Anne Jessup, Kate LoPresti, Melissa Kalmbach, Dallas James, Cathy Parmer, Glenn Lau, Kiran Mamman, Cara Bartlett, Jessica Tran, Mary Kambanis, Pauline Tam, Tina Day, Tania Papaikonomou, Julie Carroll, Liz Maola, Kelly Mohsenzadeh, Alicia Hanson.

**Staff:** Farooq Shabbar, Vivienne Baines, Sabrina Itwarie, Cheryl Warrener

**Welcome** – Dallas James

### **Acceptance of February 2017 Meeting Minutes**

**Motion** to accept the minutes from the February 13, 2017 council meeting put forward by Melanie, seconded by Tina. **Carried.**

### **Special Presentation – School Organization – Mr. Shabbar and Ms. Baines**

*See attached.*

Currently for September 2017, we have 25 regular classes. Does not include 2 Community Classes (CC). Students in CC and with IEPs and getting replacement math and/or language are counted separately because they are supported by Special Education Resource Teachers (SERTs). We have 2 additional subdivisions becoming occupied: townhouses across from McDonalds, and subdivision northwest of Glad Park P.S. New school in east end will impact our enrolment as well.

Before March break, teachers are given tentative teaching assignments for fall.

Maximums are:

25.5 kids per class in Jr and Intermediate.

20 kids in Primary (gr1-3)

Tentative organization of classrooms attached. This will change.

April/May: teachers may wish to seek other positions, for various reasons. To date, no staff member has indicated a desire to transfer. Some teachers are on maternity leave or personal leave. They can extend the one year leave for up to two years, then must resign or return to their position.

Assignments are based on teacher strength and teaching team dynamics.

Parental input for student class placements is welcome. School does not accept specific teacher requests. At the end of the day, Farooq and Vivienne have final say. Recommendations come from teacher.

Student transfer process: Student must register at their home school, and in September, if there is space, student might be permitted to attend a school outside catchment area. Families are encouraged to attend their home school to develop relationships.

Late May and June: Students start getting placed in specific classrooms.

Late June: LTO hiring for teachers who will be on leave. Under Regulation 274: principal must interview top 5 applicants, in terms of seniority.

End of September: Reorganization must be completed.

Dallas: Point is that registration must happen as early as possible. And let the school know if moving out.

Mary: Why aren't kids who are holding for new school being placed at Harry Bowes instead of OPPS? Farooq explains YRDSB is thinking long term. Based on that, they make the decision. Could inquire with Trustee. Not up to Farooq and Vivienne.

**Student Report** – Sabrina Itwarie, and Ty and Jasper (students)

Jazz Week: May 31-June 1 (Primary), May 17-19 (Junior)

Robotics club has started.

May 12 is crazy hair day

Eco Team: Clean up April 18-21

Me to We: Soap and socks donation is on-going

## **Administrator's Report/School Report - Mr. Shabbar and Ms. Baines**

Autism Awareness Week – Puzzle Pieces were decorated; classroom sensory bottle competition; movie; gym drop-ins; wear blue. Raised \$217 for Autism Ontario.

Math night – April 19, 6-730pm. Various stations and activities. Maker space. Robotics. Outdoor garden meaningful problem solving. All grades.

School climate survey – parents (May 1-19), students (gr 5-8) and staff. Various languages available. Report will be released in the fall.

Principal profile – *Profile from 2015 is attached*. YRDSB requires council to update the profile. Council should create a small committee to update.

Teacher Flex Fund Report – Trips have been subsidized, reduces cost by \$5/student. Over 1/3 of our classes have used the fund.

Social Media/Pro Grant night – Great day. Evening was not well attended. Lots of effort went into promoting the event. Valuable information. Junior and Intermediate students loved the assembly and were very engaged.

PRO grant open for 2017-18. Deadline is coming up. Discussion about options, time commitment for volunteers. Dallas would like to be involved in application, will find volunteer(s) to help.

Arts night -- May 3, grades 4-8.

### **New Business -**

Teacher Requests:

1. Resources (books) to support awareness for autism, *request for \$262.28 (attached)*.
2. Outdoor classroom, request to purchase materials to go forward with gardening club this spring and into fall. Request for approval to take from what's been allocated to build sandbox, \$660. Discussion about cover being required to deter cats. Sand play education component will be included. Mel points out there are funds available. \$660 could come out of outdoor classroom fund? Request for separate funds \$660 to keep things simple (*attached*).
3. Jazz Week. Mary Ofor unable to attend, sends regrets. Asking for \$5/student. Several off-site activities. Jo-Anne mentions that Extreme Pita has offered to host students to come and make pitas, at no cost (drinks not included). 478 students x \$5 = \$2400.

**Financial Report** - Rebecca Holohan not present (*report attached*)

**Events – Jungle Sport and Fun Fair – Tina Day**

**Jungle Sport** (*class schedule attached*)

Need both the payment and a hard copy of the consent in order to participate.

**Fun Fair**

Time change this year, 11am-3pm. Food trucks. Request for \$1500 to cover advanced costs. (Additional \$1500 will be requested in May.) Will be seeking volunteers.

Music Monday is May 1 – Ms. Itwarie

Student ventures is April 19 -- selling items in the gym.

Review committee for council constitution – Melanie and Dallas, volunteers welcome. Kate has volunteered.

Further outdoor enhancement ideas – Cheryl

Shade structure. Approved one is umbrella type like daycare has, with single post (*attached*). Installed costs \$4300 for one. \$4100 for more than one. Will consider as an option. Side discussion about purchasing mature trees instead. We will watch how the trees in the outdoor classroom fair this spring, then consider future additions.

Announcement by Jo-Anne that Julie and Kiran are moving into the pizza role, as she transitions out.

**All voting items passed:**

1. Books for autism awareness \$262.28
2. Outdoor class additions \$660
3. Jazz week \$2400
4. Fun Fair materials \$1500

**Motion to adjourn at 8:28 pm by Dallas, seconded by Mary. Carried.**

**Next meeting is on May 15, 2017 at 7pm.**

Future meeting date is June 19.

## Staffing Process and Timelines

<b>Dates</b>	<b>Staffing events</b>
January 16, 2017	Principals put projected numbers into STAFFING PLUS
January 19, 20, 2017	Regional staffing committee reviews the projected numbers
January 20, 2017	Gr. 1 French Immersion pre-registration begins Kindergarten Registration begins
January 27, 2017	Principals put final projected numbers into STAFFING PLUS Principals create an initial organization and put it into STAFFING PLUS Principals dialogue with internal school staffing committee
Beginning of February	Principals communicate timelines and processes related to teacher transfer and surplus process to staff
February 1, 2017	Seniority lists posted in schools for teachers to see Teacher transfer process begins
February 2, 3, 2017	CEC Staffing Committee start review, approve and finalize school class organizations Principals to enter CEC recommended organization into Draft CEC Final Org 2017-18
February 7, 8, 9, 2017	Regional to CEC Staffing rollout (times to be booked)
February 13, 2017	Vacancy List posting starts for new school and new FI Primary Dual Track only.
February 16, 2017	Principals declare surplus - must involve ETFO steward FI schools start ongoing communication to feeder schools of confirmed registrations
Month of March - June	Principals continuously update STAFFING PLUS with enrolment and organizations Teachers receive tentative teaching assignments.
April 10 - May 9	Transfer Process suspended Principals/Superintendents assist surplus placements
<b>April</b>	<b>Principals solicit input from parents regarding input for student class placements</b>
May 11 - June 9, 2017	Transfer Process reopens
May 31, 2017	Student transfer requests are reviewed

<b>JUNE</b>	<b>School grade teams, SERTs, and Admin place students in tentative classes - reorganizations happen throughout June, July, and August based on new enrolments</b>
June 9, 2017	Transfer process closes at 5:00 pm
June 12, 2017	New permanent contract hiring may begin
June 20, 2017	Full year LTO hiring may begin
June 29, 2017	Teacher assignments, including timetables, are shared with teachers, noting that these are subject to change
<b>August</b>	<b>School Admin team review enrolment and class placements</b>
September	Final look at student transfer requests
Month of September	Reassess enrolment and organization
End of September	PA Day is for reorganizing and the following Monday is Ministry compliance day

Oscar Peterson Public School  
Classroom Organization  
Tentative  
2017-2018

Community Class	6
Community Class	6
FDK	10/16
FDK	10/16
FDK	10/16
FDK	9/16
Gr. 1	19
Gr. 1	19
Gr. 1½	13/6
Gr. 2	20
Gr. 2	19
Gr. 2	19
Gr. 3	19
Gr. 4	25
Gr. 4	25
Gr. 4½	13/9
Gr. 5	25
Gr. 5	25
Gr. 6	27
Gr. 6	26
Gr. 7	26
Gr. 7	25
Gr. 8	26
Gr. 8	26

## Principal Profile ~ February 2015 Oscar Peterson Public School

The School Council at Oscar Peterson Public School has confidence that the board will place only the highest qualified candidates on their short list for future school administrators. We will trust their judgment in choosing those who possess the skills necessary to provide a high level of leadership.

What follows is a detailed list of the administrative, communication; curriculum and character criteria that we feel would best suit our school.

### Administrative Criteria

- A history of success in a school with similar demographics and cultural diversity
- Be proactively involved in facilitating staff and student achievement through the School Work Plan
- Adopt policies and expectations surrounding discipline (including bullying) and behaviour that are clear, fair and easy to understand.
- Consult with, participate in and actively support the council.
- Cultivates a range of positive partnerships particularly with parents, business and the community to support student learning and progress.
- Engage in active listening to the views and opinions of parents, students, school council and other community members
- Show astute hiring skills ~ supporting a variety of teaching skills and styles as well as getting the right people into the right roles.

### Communication Criteria

- Communicate effectively with parents through personal contact, regular newsletters and expanded use of website and social media
- Excellent people skills ~ personally involved, be an "out of the office" principal who is aware of what is going on ~ being a physical presence
- Awareness of the school community ~ encouraging, appreciating and developing a good rapport with parents, staff and students
- Makes students feel at ease (spending time with them, getting to know them) while maintaining a professional approach

### Curriculum & Co-Curricular Criteria

- Excellent curriculum management skills ~ set high, measurable standards, ensure that student's academic needs are met
- Encourage school spirit among staff and students
- Has consistent, high expectations that are ambitious for the success of students
- Actively supports our Healthy School and Eco-School initiatives - makes use of outdoor space whenever appropriate.
- Promote the use of technology (with staff and students)

### Personal Character Criteria

- A motivator, and role model, inspiring staff and students to aim for excellence.
- Adaptable, flexible, empathetic, approachable (open-door)
- High level of emotional intelligence and interpersonal skills - has the capacity to persuade and influence

- Encourage children based on their individual strengths and demonstrate that disadvantage need not be a barrier to achievement
- Focuses on improving teaching and learning with very effective and financially appropriate professional development of all staff
- Willing to take risks and challenge the status-quo
- Balance strategic and operational roles with the ability to manage change
- Goes above and beyond expectations of a school leader
- Desires to see OPPS as a leading public school in the YRDSB and GTA

## Request for Autism Awareness Resources

April is National Autism Awareness Month and April 2<sup>nd</sup> is Autism Awareness Day. We would like to promote awareness about autism throughout our school and community, and would like your support to purchase some autism awareness picture books and non-fiction books that could be kept in the library and be available for all staff and students to learn more about autism. These books would be appropriate for all ages and would raise awareness through knowledge about autism, as well as strategies for students to use to help them to be a friend to someone with autism.

At Oscar Peterson Public School there are two community classes which support students with autism. As well, there are students throughout the school and in the community who are on the autism spectrum. It is important that all staff, students, and community members who are a part of Oscar Peterson to have an understanding of what autism is so that we can foster acceptance and make our school an inclusive environment for all of our learners.

Thanks in advance for your support with this endeavor to promote autism awareness throughout our school community. Please find below a list of titles and prices of books that promote autism awareness (prices and titles found at Amazon.com).

### Autism Awareness Books

Title	Author	Price
Noah Chases the Wind	Michelle Worthington	14.65
When My Worries Get Too Big	Kari Dunn Buron	12.49
Autism: Understanding the Puzzle	Sheila Jordan	15.00
Have You Met My Brother John	Mary Potts	14.98
The Reason I Jump	Naoki Higashida	9.14
The Asperkids Book of Social Rules	Jennifer Cook O'Toole	13.15

Different Like Me: My Book of Autism Heroes	Jennifer Elder	16.95
The Autism Acceptance Book	Ellen Sabin	14.63
It's Raining Cats and Dogs	Michael Barton	12.95
All My Stripes: A Story for Children with Autism	Shania Rudolph	9.95
My Brother Charlie	Holly Robinson Peete	12.65
Autism Is	Ymkje Wideman-van	9.95
How To Be Human: The Diary of an Autistic Girl	Georgia Lyon	11.73
A Friend Like Simon	Kate Gaynot	9.61
Looking After Louis	Lesley Ely	13.42
Strictly No Elephants	Lisa Mantchev	8.99
Ben Has Autism. Ben is Awesome	Meredith Zolty	16.95
All Cats Have Asperger Syndrome	Kathy Hoopman	10.79
Armond Goes to a Party	Nancy Carlson	9.74
My Book Full of Feelings: How to Control and React to the Size of Your Emotions	Amy Jaffe Luci Gardner	27.16
I See Things Differently	Pat Thomas	7.35

\$ 262.25

# OUTDOOR CLASSROOM MAINTENANCE FUND ~SPENDING REQUEST~

\$	60	Gardening Gloves (30 pairs)
	80	hand tools (12)
	30	seeds (various, vegetable)
	250	sandbox lumber and brick play sand
	50	sandtoys (if required, after looking for donations)
	140	garden soil

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\$ 610 Sub Total

\* 50 buffer

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\$ 660 TOTAL

**OPPS 2015-16 Allocation of Previous Year Fundraising - School Council**  
*As of April 3, 2017*

**Opening Balance September 15, 2016** **\$25,359.55**  
**Current Balance April 3, 2017** **\$31,940.31**

<b>Allocated for 2016-17 Year</b>	<b>Budgeted</b>	<b>Spent</b>	<b>Balance</b>
Bike Rack (June 2016; topped up Feb 2017)	\$750.00	\$0.00	\$750.00
Cost Sharing (June 2016)	\$5,000.00	\$4,842.38	\$157.62
Flex Fund (Nov 2017 from outdoor classroom)	\$7,500.00	\$935.00	\$6,565.00
Grade 8 grad for 2016/17 (June 2016)	\$500.00	\$0.00	\$500.00
Jaylen Memorial (June 2016)	\$1,000.00	\$0.00	\$1,000.00
Jungle Sport - T. Day (Nov 2016)	\$1,500.00	\$500.00	\$1,000.00
Pro Grant Vollum Presentation (Nov 2016)	\$1,000.00	\$0.00	\$1,000.00
Supply Teachers (June 2016)	\$3,000.00	\$1,782.83	\$1,217.17
YouthSpeak (Melissa Jan 2017)	\$250.00	\$0.00	\$250.00
Games Club (Jan/June 2016; Jan 2017)	\$238.07	\$0.00	\$238.07

<b>Continued from 2015-16 Year</b>	<b>Budgeted</b>	<b>Spent</b>	<b>Balance</b>
Outdoor Classroom (June 2015)*	\$16,905.50	\$13,485.79	\$3,419.71
Compassionate Care - M. Wright (Apr & June 2016)	\$350.00	\$35.30	\$314.70
Planters - D. James (May 2016)	\$508.61	\$187.41	\$321.20

*\*Keep \$500 for stone & \$2,000 for maintenance (June 2016)*

<b>COMPLETE in 2016-2017 Year</b>	<b>Budgeted</b>	<b>Spent</b>	<b>Balance</b>
Jazz week - Mrs Offor (Apr 2016)	\$3,055.00	\$2,307.16	\$0.00
Lice Check (June 2016)	\$850.00	\$715.46	\$0.00
Outdoor Tent - Mrs. Durfy (Sept 2016)	\$700.00	\$700.00	\$0.00
Sound System - Mrs. Itwaire (June 2016)	\$2,000.00	\$2,000.00	\$0.00
Music Instruments - Mrs. McWilliam (June 2016)	\$1,000.00	\$1,000.00	\$0.00
Technology - Mrs. Rand (Jan 2016)	\$2,000.00	\$2,041.97	\$0.00
Kindy items - Mrs. Itwaire (Apr 2016)	\$1,000.00	\$1,000.00	\$0.00
Science Supplies - Mrs. Offor (June 2016)	\$2,500.00	\$2,500.00	\$0.00
Movie License (T. Day, Feb 2017)	\$527.00	\$526.86	\$0.00
Forest of Reading (S. Dunham, Feb 2017)	\$750.00	\$750.00	\$0.00

<b>Pizza</b>	<b>Budgeted</b>	<b>Spent</b>	<b>Balance</b>
<i>With 1 and 9 orders left @ \$440/order (Apr 7; Apr 21, 28; May 5, 12, 19, 26, June 9, 16 &amp; 23)</i>	\$4,400.00	\$0.00	\$4,400.00

<b>Subs</b>	<b>Budgeted</b>	<b>Spent</b>	<b>Balance</b>
<i>With 3 orders left at \$630/order (April 5, 12, 19, 26; May 3 &amp; 10)</i>	\$3,780.00	\$0.00	\$3,780.00

**Sub-total** \$24,913.47

**Sub-total with 10% buffer** \$27,404.82

**Non-allocated funds** \$4,535.49

**TOTAL** \$31,940.31

## Jungle Sport Schedule

<b>Date/ Time</b>	<b>Mon. April 24</b>	<b>Tues. April 25</b>	<b>Wed. April 26</b>	<b>Thur. April 27</b>	<b>Fri. April 28</b>
	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>	<b>Day 4</b>	<b>Day 5</b>
8:50 to 9:20	Kdgn. Gibson-Neve	Kdgn. Benbow	Kdgn. Clarke	Kdgn. Choy	Kdg. Ruffolo
9:20 to 9:50	Kdgn. Ruffolo	Kdg. Choy	Kdgn. Benbow	Kdgn. Clarke	Kdgn. Gibson-Neve
9:50 to 10:30	Community Classes	Gr. 1 McIntyre/Eng	Gr.1\2 Duncun/Warren er	Gr. 1 McIntyre/Eng	Gr. 1\2 Duncun/Warrene r
10:30 to 11:00	<i>Recess</i>	<i>Recess</i>	<i>Recess Community Classes</i>	<i>Recess</i>	<i>Recess</i>
11:00 to 11:50	Gr. 4 Stover & Gr. 3 Bucci	Gr. 2 Boadway & Chetwyn	Gr. 2\3 Strike & Gr. 3 Giancoulos	Gr. 4 Stover & Gr. 3 Bucci	Gr. 5 Riel and Bala
11:50 to 12:40	Gr. 3\4 Itwarie & Gr. 4 Simair	Gr. 2\3 Strike & Gr. 3 Giancoulos	Gr. 2 Boadway & Chetwyn	Gr. 3\4 Itwarie & Gr. 4 Simair	Gr. 6 Woodcroft & Prieur
12:40 to 1:40	Lunch	Lunch	Lunch	Lunch	Lunch
1:40 to 2:30	Gr. 5 Riel & Bala	Gr. 7 Rand & Offer	Gr. 7 Rand & Offer	Gr. 5 Riel & Bala	Gr. 8 Wilson & Walker/Roy
2:30 to 3:20	Gr. 6 Woodcroft & Prieur	Gr. 8 Wilson & Walker/Roy	Gr. 8 Wilson & Walker/Roy	Gr. 6 Woodcroft & Prieur	Gr. 7 Rand & Offer

Please Note: All sessions will take place in the gymnasium

## APPROVED SHADE STRUCTURE:

Contractor: Play Clean Ltd.

- 14x14 Shade Umbrella
- Cost of shade umbrella per unit: \$3,000
- Cost of installation per unit: \$1,350
- Cost of installation on third or more umbrella at one site: \$1,150
- **Total cost for supply and install: \$4,350 per unit**
- \$4,150 only on the third or more unit at the same site
- Maintenance per location: \$300 annually – this covers the removal and storage of the shade cloth in October, and reinstallation of the cloth in the spring.

