



Council

**Emily Carr School Council AGM/Council Meeting Minutes  
September 19, 2017 @ 18:30**

**Present:** Derek Black, Rob Cosh, Keri Coulson, Karen Green, Rob Hawgood, Lesley Ireton, Lara MacDonald, Heather Mawhinney, Steven Spry,

**Regrets:** Uzo Onochie-Roy

**1. Welcome/Call to order (Lesley Ireton) at 18:35pm.**

- Welcoming comments and round table introduction of attendees.
- Election of 2017-18 Council moved from item 5 to item 2 on the Agenda.
- Role of the Council reviewed.
- 2016/17 Year End Chair report (Action – Lesley) and Year End Treasurer report (Action – treasurer) due end October.

**2. Election of the 2017-2018 ECMS Council:**

Proposed Slate:

Co-Chairs – Lesley Ireton, Rob Cosh

Treasurer – Derek Black

Secretary – Lara MacDonald

Fundraising – Heather Mawhinney (co-fundraiser position - vacant).

OCASC – Rob Hawgood

Parent members at large - vacant

Motion to approve the proposed slate of council members by L. Ireton, seconded by R. Cosh. Carried.

**3. Approval of agenda:**

Motion to approve the amended agenda (item 5 moved forward to item 2; item 12 should read “Approval of Monies” by Lara MacDonald, seconded by Rob Cosh.

**4. Approval of June 13, 2017 ECMS Council Minutes:**

- Under “Treasurer’s report”, the Motion to approve the Treasurer’s Report should read “Moved by Lara MacDonald, seconded by Mark Sweazey”.

Motion to approve the amended minutes by Lesley Ireton, seconded by Lara MacDonald. Motion carried.

**5. Approval of the Treasurer Report for the 2016-2017 school year:** See attached report

- Steven Spry, to review and pass over last year's documents to incoming treasurer Derek Black.
- Rob C. will coordinate for Steven, Derek, Rob C. and Mark Sweazey (past chair) to meet at TD Bank.

Motion to approve the Treasurer's Report by H. Mawhinney, seconded by D. Black. Motion carried.

**6. Chair's Report (Lesley Ireton):** No report.

**7. Principal's Report (Keri Coulson):**

- Feeling welcomed and happy to be here. Bio reviewed.
- Please see the attached "Principal's Report" for details on enrollment, staffing, communication strategies, assemblies, extracurricular activities, safety planning and the August meeting of principal's and VP's.

Motion to approve by Lesley Ireton, seconded by Rob Cosh, motion carried.

**8. Fund Raising Report:**

- No official report, however it was proposed that we focus on pizza as the main fundraiser this year; Heather M. will draw up an estimate of projected revenue.
- ping pong table purchase on hold til we have a sense of our budget and how the tables are being used.
- Lesley proposed we draft a multi-year plan.
- At council's request, Keri will ask students and staff to begin to consider a "wish list" for the school year, (with the understanding that there are currently no major fundraising plans other than pizza).

**9. Ottawa Carleton Assembly of School Councils (OCASC) Report:** No report

**10. Unfinished Business:** None

**11. New Business:**

- Lesley and Keri discussed a "cash online" payment system which is being piloted in 10-12 schools and will be in place in all OCDSB schools by June. Potentially coming to ECMS by the end of Dec. 2017.

**12. Approval of Monies:** None

**13. Meeting adjournment at 7:40pm:**

Motion by Rob Cosh, seconded by Lara MacDonald. Motion carried.

**Next Meeting: October 17, 2017 at 6:30pm.**

Meeting dates for the rest of the school year:

- Nov. 21, Dec. 19, Jan. 23, Feb. 20, Mar. 20, Apr. 17, May 15
- Final meeting is on June 12\* (\*this is the second Tuesday of the month)

## Principal's Report

Welcome! I am thrilled to be a part of the ECMS family. I have worked in education for over 25 years, the last 6 as a VP. As a teacher, I taught all grades with my last 12 years being at the Intermediate level. Special Education is a passion for me, especially working with at-risk youth. I am a wife, daughter, sister, aunt but most importantly a mother. My daughter Maddy has just started high school at Cairine Wilson and keeps busy as a competitive gymnast.

We are pleased to share our start-up went very smoothly this year. We currently have an enrolment of 290 children and are staffed at 15.00 – this number includes teachers and Principal. We also have a full time Educational Assistant allocated to our school this year. We have 10 homeroom classes – 3 Junior and 7 Intermediate. We are also very fortunate to have been allocated 5 hours of Lunch Time Monitoring. Elizabeth King is currently in the role and is running our Breakfast Program through our LTM hours. Our staffing is not yet finalized. Staff allocations will be reviewed centrally in the next few days. Should we be re-organizing families of all students who will be affected will be contacted directly.

New to the Emily Carr family are Mr. Farzad Mirza, teaching Gr. 7 English as well as Math to R78A. Farzad is replacing Sarah Tompkins who is taking an extended maternity leave. Sarah Dawson also joins us teaching Phys. Ed. and working as an LRT. Sarah is replacing Tammy Richardson who is trying on the VP hat at Fallingbrook C.E.S. This is an acting position and she has the right of return to ECMS. Bryan White is the Admin. Designate this year.

Our “Start-Up Package” was backpacked home on the first day of school. Verification Documents, Media Permission, Technology Agreement, a Milk Order Form and an Anti-Bullying Agreement were part of the package. Our September Newsletter was sent home last week. As with last year, we are aiming for a bi-monthly newsletter – beginning the cycle in October. Our website is updated on an ongoing basis and we encourage a visit: [www.emilycarrms.ocdsb.ca](http://www.emilycarrms.ocdsb.ca) We are working towards sharing timely information re: upcoming events and activities on this site.

In the first week of school I held “Welcome Back” assemblies. I talked about our Community of Character and connected this with the Learning Skills in our Report Cards. “Be kind.” was a prevailing message and the kids were encouraged to use this as their “default” setting. Taking risks in learning and owning our mistakes to become better citizens were also emphasized. The assemblies were a part of our Orientation Week activities which were a huge hit, despite the rain on Friday.

On August 29<sup>th</sup> I attended the Annual System Leaders’ Meeting at Longfields-Davidson Heights Secondary School. At the meeting, the 2015-2019 Strategic Plan was reviewed. As you may know, five priorities make up the plan: Learning, Well-Being, Engagement, Equity and Stewardship. These pillars are displayed in the front entrance way above the display case. Exit Outcomes are a key focus for the 2017-2018 school year. These priorities will be actioned “on

the ground” in our schools through the School Learning Plans and School Well-Being Plans that we develop as a school team. The “Our School” survey that students completed in the spring is also an important source of data that we refer to in order to build our plans. We are looking forward to continuing our work in this area this year.

Extra-curricular activities are alive and well at Emily Carr. Already, we have an active writing club led by Mme Slater and an Anime Club hosted by Mrs. Eadie. Senior Band auditions are taking place and Junior Band will be starting shortly. On the athletic side of things, Jr. soccer, cross country, and girls touch football have started. A yearbook committee has been struck and has already been busy snapping pictures. Our traditional aerial student and staff ECMS picture was taken last week for the yearbook.

Safety is always a priority. Our medical concerns are of highest priority. At this time we have 14 students with severe life-threatening allergies. All of our team members reviewed how to use an Epi-pen at our first staff meeting earlier this month. In many communications home, we highlight safety. Our visitor sign-in protocols are in place, all of our teachers wear id tags. We have a terrific parent community who are excellent at following our protocols. Our safety procedures have been updated – we have held our 3 fire drills with great success and I am working with our SRO to schedule a lockdown practice this fall. This follows school board policy.

Thank you for all your support over the last few weeks! I have been made to feel so welcome by everyone. Please don’t hesitate to contact me with questions, concerns, ideas, etc. I look forward to a fabulous year – working in partnership with our Emily Carr community families, supporting our kids.