



General Assembly Meeting

Thursday, November 15th, 2007

Special Meeting Time and Location!

**Ottawa Carleton District School Board Offices
(Admin Building behind Sir Robert Borden)
133 Greenbank Road**

Reception for all School Council Members: 6:30 p.m.
OCASC Meeting Start Time: 7:15 p.m.
Meeting End Time: 9:45 p.m.

This month:

Board Process 101

Speakers:

Michele Giroux, Executive Officer, OCDSB
Pam Fitzgerald, OCDSB Trustee

For Immediate Distribution
Please bring this package to the immediate attention of your School Council Chair or OCASC delegate.

Meeting Calendar

All meetings are in the main board room at the Ottawa-Carleton District School Board at 133 Greenbank unless otherwise specified.

Tuesday November 20 th 7:00PM	CAYARAC <i>Trustee Committee Room</i>
Wednesday November 21 st 7:30PM	Education Committee
Tuesday November 27 th 6:00PM	CCEE <i>440 Albert</i>
Tuesday November 27 th 8:00PM	Board Meeting
Wednesday November 28 th 7:30PM	Chair's Committee <i>Trustee Committee Room</i>
Tuesday December 4 th 7:00PM	Board Organizational Meeting
Wednesday December 5 th 7:30PM	Special Education Advisory Committee
Tuesday December 11 th 7:30PM	Education Committee
Wednesday December 12 th 7:30PM	Business Services Committee <i>Trustee Committee Room</i>
Thursday December 13 th 7:30PM	Secondary School Committee <i>Brookfield High School</i>
Tuesday December 18 th 8:00PM	Board Meeting
Thursday December 20 th 7:00PM	OCASC <i>Fisher Park Public School</i>

Ottawa-Carleton Assembly of School Councils

Agenda for Thursday November 15th 2007

7:15	25 min	Chalk-it-Up: Council to council advice/concerns/news
7:40	10 min	Chalk-BOARD. OCDSB Communications. Norah Vollmer, Riley Brockington
7:50	5 min	Approval of Agenda & Ratification of Minutes of October 18 th , 2007
7:55	1 hour	Board Processes 101: Michele Giroux & Trustee
8:55	5 min	Ratification of Committee Representatives for 2007- 2008 Term
9:10	10 min	New Business / Announcements
9:10	30 min	Committee Reports
9:40		Adjournment

Next meeting of the Ottawa-Carleton Assembly of School Councils:

Thursday December 20th 2007

OTTAWA CARLETON ASSEMBLY OF SCHOOL COUNCILS
Meeting of Thursday October 18th, 2007

Attendance:

Time: 7:00 p.m. Place: Fisher Park P.S.
Member Schools in Attendance: 46 Total Members: 87
Quorum: 30

Adrienne Clarkson – Carrie Eaton	Alta Vista PS – Lillian Thomsen
Bell HS- Juliet Hamilton	Berrigan ES – Susan Klimchuk
Broadview Ave PS- Janke Van Baaren	Canterbury HS – Robert Weist
Castor Valley ES – Laurel Perry-Hapli	D. Aubrey Moodie – Ronda Annett
Devonshire Com PS – Bryn Therton	Fallingbrook ES – Irene Lupin
First Ave PS – Gray Collette	Forest Valley ES – Susan Love
Glebe CI – Nina Stipich	Greenbank MS – Paula Shaver
Hawthorne PS – Sharron Mahon	Henry Munro MS – Stephane Poulin
Hilson Ave PS – Tarin Richards	Hopewell Ave PS – Beth Doubt
J.H. Putman PS – Lillian Dinelle	Jack Donohue PS – S. Davidson
Jockvale ES – Tanya Weiner	John McRae SS – Keethen Fawcett
John Young ES – Meaghan Miron	Kars PS – Elaine Murkin
Katimavik PS – Amanda Napke	Knoxdale PS – Paula Shaver
Lakeview PS – Kristen Devenny	Le Phare ES – Stephane Poulin
Lisgar CI – Kate Preston-Thomas	Mary Honeywell ES – John Tucker
Merivale HS – Anne Tetusch	Mutchmor PS – Gisele Durocher
North Gower/Marlborough – Sue Carswell	Rideau Valley MS – Sue Carswell
Riverview Alt PS – Heather Champin	Roberta Bondar PS – Beck Dysart
Roland Michener PS – Luba Vuckovic	Sir Guy Carleton SS – Judy Smith
Sir Winston Churchill PS – Jeanne Gunn	South Carleton HS – Sue Carswell
Stephen Leacock PS – Holly Richter-White	Steve MacLean PS – Paula Walker
Stittsville PS – Rhonda Drakes-Blais	Summit Alt – Justine Walker
Woodroffe ES – Heather Tyrie	

OTHER PERSONS IN ATTENDANCE FROM MEMBER SCHOOL

COUNCILS(4): Jeff Flaro - Canterbury HS; Sid Wytuck – Lisgar CI; Nadine Clarke – Stephen Leacock PS; Susan Peyton – Steve MacLean PS

GUESTS (8): Margaret Elson (Secretary); Norah Vollmer (OCDSB); Lamar Mason; Riley Brockington (Trustee); John Shea (Trustee); Jen Perry (OCDSB); Peter Zion (OCDSB); Jennifer McKenzie (Trustee).

CALL TO ORDER: 7:07 p.m., Ellen Dickson in the chair.

- The Chair welcomed everyone to the meeting
- For the benefit of new delegates, OCASC executive members will identify themselves when they speak.

CHALK-IT-UP

1. **Nina Stipich, Glebe CI**

School budget allocation – Last year the school received \$89.22 per student based on Average Daily Enrolment (ADE), this year only \$77.25. This large reduction has resulted in less money for all departments, on top of a deficit from last year. How are other schools coping? Who can address this issue (Board, Ministry of Education?) All schools are urged to familiarize themselves with the impact the budget cuts will have on their schools.

Responses: Lamar Mason said this is an example of budgetary reductions the Board has had to make at both the elementary and secondary level, and it will be worse next year. She feels it is a provincial issue. The Chair referred to a letter sent to trustees last year supporting cuts they felt they had to make, but not those attributable to lack of provincial funding.

Contact: nina.stipich@chsf.ca

2. **Tanya Weiner, OCASC Membership Secretary**

OCASC Conference postponed – Unfortunately necessary due to low registration. Hopefully will be rescheduled to the spring (possibly end of March).

Contact: ocasc_membership@ocasc.ca

3. **Kate Preston-Thomas, Lisgar CI/OCASC Budget rep/Zone 10 Liaison Officer**

School council online voting procedures – What procedures do others have in place?

Responses: Stéphane Poulin said Le Phare ES has a procedure. It must be transparent and allow time for discussion.

Grant application specialist – A great idea picked up from a school council in the Catholic Board. They have a person on council whose responsibility is to search for grant opportunities and write proposals.

Contact: kpt@istar.ca, 613-233-0038

4. **Alix MacLean, Summit AS**

Funscip fundraising – Have been approached by this organization. Funds are raised by selling gift cards. Do any other schools have experience with them?

CISV info night – Children’s International Summer Villages (CISV) is having an information night on November 23, 2007. More information about this organization is available at www.cisv.org

Contact: alixmaclean@hotmail.com

CHALKBOARD

Norah Vollmer, Coordinator, Policies and Procedures

- Welcome package -- Any school councils who have not received one should email her to obtain one.
- Ministry of Education school council package -- Copies of this also available from her.
- \$500 cheques – Money from the Ministry to each school council has gone out; contact her if you have not received it.
- Parents Reaching Out (PRO) grant applications – First application can be submitted online; due October 19, 2007. Second application must be submitted by mail; due October 26, 2007.
- French as a Second Language (FSL) elementary program review – Feedback may be done via the Board website (www.ocdsb.ca) and is due by November 12, 2007.
- Contact: norah.vollmer@ocdsb.ca

Peter Zion

- Sign-up sheet provided for 8 or 9 OCASC reps who will be invited to meet Tuesday, November 20 from 12:30 to 2:30 at the Board office to review draft versions of 8 documents (4 policies, 4 procedures) dealing with progressive discipline, bullying and suspensions
- Questionnaire will be provided to them in advance; also sent to all school councils

APPROVAL OF AGENDA

RATIFICATION OF MINUTES OF SEPTEMBER 27, 2007

Moved by Glebe CI, seconded by Hopewell Ave PS that the agenda be approved and minutes be ratified.

Carried.

Celebration of OCASC's 10th Anniversary:

Refreshments followed by *What should OCASC do this year?* brainstorming session.

Responses:

- Lobby provincial government
- Liaise with Toronto District School Board
- Continue to present budget analysis as a package understandable to parents
- Lobby local MPPs
- Introduction to Board processes (Board 101)
- Introduction to provincial funding (Budget 101)
- Partner with other umbrella groups
- Share best practices
- Provide central location for fundraising information

PRESENTATION ON CHARACTER DEVELOPMENT BY JEN PERRY

PowerPoint presentation to be posted to the OCASC website.

Contact: jennifer.perry@ocdsb.ca

NEW BUSINESS / ANNOUNCEMENTS

Moved by Hopewell Ave PS, seconded by John Young ES that Carrie Eaton from Adrienne Clarkson ES be ratified as Liaison Officer for Zone 7 for 2007/2008.

Carried.

Moved by Glebe CI, seconded by Jockvale ES that Gray Collette from First Avenue PS be ratified as Liaison Officer for Zone 9 for 2007/2008.

Carried.

John Perkin has officially resigned; therefore Vice Chair of OCASC should be added to the list of outstanding vacancies.

Glebe CI is giving notice that they will be bringing a motion to reactivate the OCASC Provincial Lobbying Committee.

COMMITTEE REPORTS

Susan Klimchuk, Education Committee

- Student Achievement Policy was discussed at length – a good topic for a future OCASC speaker
- Annual Report on Student Achievement shows OCDSB is the most improved of large boards

Juliet Hamilton, Secondary Schools Committee (SSC)

- Speaker at last meeting was Dale Taylor, Arts Instructional Coach with Curriculum Services
- Pilot project in 2008 will see students getting wider access to arts courses by being able to take a package of courses at another school for a semester

Beth Doubt, Special Education Advisory Committee (SEAC)

- Review of General Learning (GL) program
- Analysis of Gifted programs
- Handbook for Learning Support teachers
- Piloting “Shared Solutions” program – arbitrating disagreements about Spec Ed placement between Board and parents
- Partnering with Algonquin College Nursing program to check JKs for readiness to learn (vision, hearing etc)

ADJOURNMENT

Moved by Berrigan ES, seconded by Adrienne Clarkson ES that the meeting be adjourned.

Carried.

Next meeting: **Thursday, December 20th, 2007**

CHALK-IT-UP

We encourage councils to network. Members are invited to speak for up to five minutes on an issue of concern to their school council or on a matter which they would like to share with other members as a best practice or point of information or news. A blackboard will be made available for you to identify: your school, your name, e-mail address, telephone number and the topic you are addressing.

OCASC PACKAGE

OCASC sends a *single* printed agenda package to each school council in the Board. We also post the agenda on the OCASC web site for anyone to reference. Comments and requests can be sent to:
ocasc_chair@OCASC.ca

OCASC NEWS

If you are not on the OCASC e-mailing list and receiving *OCASC News* then please sign-up on our website.

CONTACT INFORMATION

Please send any changes in council contacts to the Membership Secretary at: **ocasc_membership@ocasc.ca**.

MEMBERSHIP FEES

Annual membership fees of \$35 can be paid at any OCASC meeting or sent via internal Board mail to:

OCASC
c/o the OCDSB
133 Greenbank Road
Attention: OCASC Treasurer

AGENDA NOTES

If your council would like to see an item covered with a speaker or a member discussion then please make sure to suggest this at the meeting under New Business or to any member of the Executive between meetings.

SPEAKING PRIVILEGES

Speaking privileges at OCASC meetings are generally accorded to school council representatives only.

MOTIONS

Councils will vary in how they interpret the importance of Assembly motions as well as the views that they hold. The Executive asks that all members try to keep trivial amendments to a minimum and to respect every council's opinion.

NOTICE OF MOTIONS

Details of any motion should be emailed to ocasc_chair@ocasc.ca for supportive advice on notice provision and inclusion in the next agenda package. Motions are however entirely up to Councils to propose as they see fit and remain their responsibility to craft and to present.

The "Whereas" section (or preamble) of a motion is up to those putting the motion forward for consideration, represents their own reasons for doing so and is not debatable. Councils may agree or disagree with the "Therefore" section or actual resolution for completely different reasons of their own.

A copy of the motion must be sent to the OCASC Executive *at least one week before a general meeting* to be included on the agenda.

Changes to the constitution / bylaws require 28 calendar days notice.

OCASC EXECUTIVE 2006/2007

OFFICERS

Chair	Ellen Dickson	ocasc_chair@ocasc.ca
Vice-Chair	VACANT	ocasc_vchair@ocasc.ca
Membership Secretary	Tanya Weiner	ocasc_membership@ocasc.ca
Treasurer	Stephen DeWitt	ocasc_treasurer@ocasc.ca
Recording Secretary	VACANT	ocasc_secretary@ocasc.ca
Communications Officer	Lillian Thomsen	ocasc_media@ocasc.ca

LIAISON OFFICERS

Zone 1 -- West Carleton-March/ Stittsville-Kanata West/Rideau-Goulbourn	VACANT	ocasc_lo1@ocasc.ca
Zone 2--Kanata North/ Kanata South	Meaghan Miron	ocasc_lo2@ocasc.ca
Zone 3 – Barrhaven / Knoxdale-Merivale	Susan Klimchuk	ocasc_lo3@ocasc.ca
Zone 4 – Bay	Maria Di Rosa	ocasc_lo4@ocasc.ca
Zone 5 – College	David Forster	ocasc_lo5@ocasc.ca
Zone 6 – Rideau-Rockcliffe/ Alta Vista	VACANT	ocasc_lo6@ocasc.ca
Zone 7 – Gloucester-South Nepean/Osgoode/Gloucester Southgate	Carrie Eaton	ocasc_lo7@ocasc.ca
Zone 8 - Orléans-Cumberland	VACANT	ocasc_lo8@ocasc.ca
Zone 9 - Rideau-Vanier/Capital	Gray Collette	ocasc_lo9@ocasc.ca
Zone 10 - Somerset/ Kitchissippi	Kate Preston-Thomas	ocasc_lo10@ocasc.ca
Zone 11 – River	VACANT	ocasc_lo11@ocasc.ca
Zone 12 - Innes/Beacon Hill-Cyrville	Stephane Poulin	ocasc_lo12@ocasc.ca

OCASC COMMITTEES

Secondary Schools Committee (SSC)	Juliet Hamilton & Nadine Clarke (Co-Chairs)	ssc_chair1@ocasc.ca; ssc_chair2@ocasc.ca
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OCDSB Committee Representation

Advisory Committee on the Arts		arts@ocasc.ca
Budget Committee		budget@ocasc.ca
Business Services Committee		business@ocasc.ca
Chairs' Committee	Ellen Dickson	ocasc_chair@ocasc.ca
Children and Youth at Risk Advisory Committee (CAYARAC)		cayarac@ocasc.ca
Community Council on Ethnocultural Equity (CCEE)		ccee@ocasc.ca
Education Committee		education@ocasc.ca
Human Resources Committee		hr@ocasc.ca
Parental Involvement Committee (PIC)	Ellen Dickson Kate Preston-Thomas	ocasc_chair@ocasc.ca; ocasc_lo11@ocasc.ca
School Year Calendar Committee		calendar@ocasc.ca
Secondary School Program Review Ad Hoc Committee		
Special Education Advisory Committee (SEAC)	Beth Doubt & Joan Hill-Keast (Alt.)	seac@ocasc.ca
Technology and Trades Committee		tech@ocasc.ca

**The Ottawa-Carleton Assembly of School Councils
Working Together For Excellence in Education**

The Ottawa-Carleton Assembly of School Councils (OCASC) is an umbrella organization for school councils of the Ottawa-Carleton District School Board (OCDSB). OCASC was founded in November 1997 just prior to the establishment of the OCDSB. Both predecessor Boards had a history of active Board-wide school council umbrella organizations. All OCDSB school councils are entitled to membership in OCASC. The OCDSB recognizes the important role OCASC plays in strengthening the involvement of parents and the community in schools and Board decision-making.

OCASC's purpose is to seek an education of the highest quality for each child according to his or her needs. OCASC supports the development of strong school councils and brings the views and concerns of its member councils to the attention of the Board, the Ministry of Education and the public.