

Alta Vista School Council Meeting Minutes
Wednesday, October 15, 2025
7:00-9:00 pm

1. Welcome and Introduction (Melissa Extross, Chair)

Quorum achieved, 10 needed for quorum. 12 voting members in attendance.

2. Approval of Agenda

The agenda was approved. Moved by Rueben, seconded by Shawn.

3. Approval of last meeting's minutes

Both September and October minutes will be up for review and approval on the website before next month.

4. Chair's Report (Melissa Extross)

Constitution Review, debate and vote:

- In reviewing the constitution, two changes have been made:
 - Attendance: proposed change to allow the removal of any member who misses three consecutive meetings with or without notice.
 - Board members: proposed change to increase the maximum number of voting members from 17 to 20. This accounts for the fact that the Council has seen more engagement in recent years.
- Question around proxy - is proxy voting allowed? - it is so long as Council is notified of the proxy details in advance of the meeting.
- Change in language on 5(2)(a) we would limit this to one or two members updated language "up to two" instead of "one or more"
- Change "one (1)," to "a minimum of one (1)," and added "with one vote shared amongst all"
- In accordance with the Education Act, the teacher representative and administrative support person role (once filled) hold voting rights as well and are included in quorum number.
- The constitution will be reviewed again in two years.
- Motion to approve moved by Anna, seconded by Jennifer Kuss

New food program - Mazzola:

- A minimum of 25 orders made at the school is required or delivery for that day is not available. There are four meal options offered, available for families to order online.
- A sample with a range of pricing from \$4-\$9 per meal.
- They are in the Alta Vista area on Tuesdays and Thursdays, however members are curious if this fundraiser has been done by schools in the area that we could consult.
- Discussion:

- Do we know of any other schools that do this food program?
- Is it possible to do a survey from families/parents on interest for this program? QR code sent to families?
- How much money (\$) would AVPS make off of this program given the work involved from AVPS? A levee can be placed on any of the meals except for the submarine which is priced at \$4 which is meant to stay low-priced.
- Possibility for donating meals → this could help cover the meals for kids who aren't getting lunch (cost of feeding about 20 kids for the year would be approximately \$4800)
- Could teachers order to meet the minimum requirement?
- If we go with the donation option, then we will want to confirm that all families receiving donations are on board and will receive the same thing every week
- The running of food programs - taken on by lead coordinator of program, then they decide how roles are delegated to volunteers
- **Additional notes concerning the AVPS' Food Programs:**
 - Breakfast Program:
 - Students often come, resources available from school and council are provided by ONFE - Ottawa Network for Education
 - Staff is hired for the first 2 hours in the morning (Breakfast club is open from 8:55am-9:10am before the bell rings)
 - AVPS only qualifies for Breakfast, according to ONFE
 - Often a place where students socialize and come indoors during colder months.
 - General questions of what other schools do for delivery of hot lunches
 - Possibilities of looking at local grocery stores and businesses (i.e. Farm Boy, Lebanese bakeries)
- **Discussion re donations to the school:**
 - School board is a registered charity
 - Directed giving, specify where the donation will be going to

5. Administrative Report (Alina Orlea, Principal)

Construction:

- No updates on facilities, construction ongoing.
- The second floor bathrooms have been non-functional since late last year. Construction on the space has been delayed due to the need for asbestos abatement in the ceiling tiles prior to completion of the work. The hope is that all construction will be completed shortly.

Staffing Update:

- Ms. Jill St-Laurent and Ms. Karen Brisebois (ESL teacher, Grade 1A and 1C) have returned. Ms. Lorna Thomas (Grade 4A and 4B Math and English Literacy) will be absent this week and we hope she will be returning next Monday. If not, her job may turn into

an LTO position. EA assistance, Ms. O'Rourke finding replacements daily, looking to hire a DOT (Designated Occasional Teacher)

- IEPs have been completed by the Learning Support team, accommodations are being put in place for students' needs as outlined by the IEPs.
- AVPS is partnering with equity department about use of appropriate language in school, this is currently being targeted at the Intermediate demographic of the school;
- Wellness boxes delivered to classes, looking to expand program, providing the use for all students
- Board-wide initiative: Outdoor learning. Please send children to school with appropriate wear
- Music: Grade 8 Band trip to Toronto in the planning phase, drama and music workshops will be upcoming
- SWAG: Not a fundraising effort as done in the past, more being done to build community spirit. Hoping to have a link go live soon so families can buy as needed.
- Halloween: Costumes are welcome to be worn but no masks, no weapons, no accessories. ; Intermediates will be having a dance.
- There was an enquiry as to whether the school had a business club for students. At this time the club does not exist but if a parent/guardian wanted to work with the school to create one, Principal Orlea would be open to discussion.

6. Teacher's Report (Teacher's Representative, Seline Herz-Fischler)

Kindergarten (Division Lead: Alanna McNally)

- On September 30th, we recognized the National Day for Truth and Reconciliation by wearing orange shirts and discussing how each of us belongs and matters. We also enjoyed an Indigenous puppet theatre performance retelling the story of Turtle Island.
- Additionally we have made our first visit to AV Park, had some fire drills, and are now talking about gratitude and what we are thankful for.
- Happily, our monthly sessions with Ms. Karen, where students sing and explore a variety of instruments, have started up again! As we move into October, we're excited to celebrate Diwali and enjoy some spooky seasonal fun!

Primary, Grades 1-3 (Division Leads: Seline Herz-Fischler and Katreena Larivière)

- EF1B - Math:
 - Learning the days of the week, months of the year and the date through daily calendar actings with Ms. Dillon and Ms. Dania (student teacher from Potsdam University)
 - Exploring numbers through skip counting and representing numbers in different ways

- Exploring and recording data using tallies, Venn Diagrams, Pictographs and Concrete graphs
- EF2/3 Math and Literacy:
 - Fun with representing numbers in various ways, exploring ways to represent data/information with Ms. Dillon and Ms. Dania (student teacher from Potsdam University)
 - Exploring fiction and non-fiction and the features of these genres through reading aloud
 - Learning Word Work activities to do independently, exploring the classroom library and EPIC books
- **Upcoming Events:**

The grade 2s have a few activities coming up. We are looking forward to welcoming a guest musician, Ms. Karen, and a member of the military into our class for Remembrance day.
- **Needs:**

Madame Larivière is looking for donations of low level French graphic novels and Garfield comics to appease her new avid readers! If anyone is decluttering and would like to make a donation to her class please send them her way. Thank you!

Junior, Grades 4-6 (Division Leads Jen Kurita and Jenn Kilicaslan)

- Photos from the Grade 4 trip to Grasshopper Hill Park and the use of the Library space
- **Upcoming Events/Activities/Needs:**
 - Junior Cross country running meet is October 16th. We have over 70 students participating, and thanks to the Parent Council we are able to transport all these students along with a small group of runners from our neighbouring school Charles Hulse.
 - Junior Soccer: Mme. Rutland is convening the Junior tournaments. Ms. Nicholls and Mme. Maule are coaching the boys and girls teams respectively. These tournaments take place Oct 28th and 29th. If you have any donations of soccer cleats or shin pads, we'd welcome them!

Intermediate, Grades 7,8

- **Wellness Boxes:**
 - A new initiative this year, Wellness Boxes have been assembled using Student Success Funds. One box was distributed to every intermediate homeroom on World Mental Health Day. We are hoping to be able to replenish these boxes throughout the year.
- **Ultimate Teams:**

- We had a record number of students attend our skills clinics for Ultimate Frisbee- 75 students! A huge thank you to parent volunteer coaches Alison Flynn and Libby Hornsby. Thank you for your consideration in funding our 2 Ultimate teams. OCDSB does not currently have a tournament so this allows us to play. (coach Mme Connelly)
- **Intermediate Updates:**
 - **Int. Cross-Country Team-** also a record number of athletes this year- 46! The meet will be on October 17th at Carine Wilson High School. Thank you for your consideration in funding our bus. Without this, it would be impossible to include so many students in this event. (Mme Connelly)
 - **Int. Football Team-** Our boys and girls teams will be competing in their regional tournament Oct. 20 & 21. Thank you to parent coach Dan Cooper (Ms. Hindle)
 - **Athletic Council-** Our term 1 members (13 students) have been selected and they will begin planning our intramural program for Gr.4-8 in the coming weeks. We will take a new round of leaders next term to allow more students the chance to hone their leadership skills. (Mme Connelly & Mme Rutland)
 - Intermediate WEB Day: (Ms. Harp) “We All Belong” Monthly events, keep intermediate students involved

School-Wide Updates:

The AV Terry Fox Run was held last month! Our students engaged in learning about this national hero, and how his determination and bravery made a difference in the world. Our community raised \$2,325 for cancer research!

7. Treasurer’s Update (Melissa Extross for Kathy Wrye, Treasurer)

- **Financial update:**
 - Review of the 2025-2026 Spending Plan
 - Charles Hulse and Arch Street were contacted about whether funds would be sent to their school councils but we received no response back from either school. We will send the funds to the school for use at their discretion.
 - Flavours of the World Potluck, enquiry was made regarding why this event has a large budget. This is due to having to hire a performer which is usually a large cost. - performers needed, possibly Ukrainian Dancers? Philippine Dance Troupe of Ottawa? - Lead coordinator Heather Cherry
- **Review and discussion on Funding Requests**
 - Use of funding from previous year: due to ability to carry forward funds, AVSC can plan ahead for future school years
 - Transportation and field trips: teachers organize field trips in line with the curriculum, then they fill out the forms and organize logistics in accordance with the school board’s policies. In terms of parents being involved in field trips and organization, they can speak directly with their child’s teacher as every teacher

may or may not have the capacity to plan and execute field trips. Surveying teachers about their needs. Alina would be able to start the survey to the teachers.

- o Family Dance Coordinator Jen Cox enquired if there was the possibility of adding a \$100 budget for the dance to the standing items for the Council budget, Melissa advised that, in accordance with our constitution, expenditures of \$100 or less doesn't need approval from council and can be approved by a majority vote of the executive. Additionally, events considered as fundraisers do not need Council approval to spend funds (ie. Spring Fair, Family Dance, Family Movie Nights, etc.) whereas events like the Flavours of the World is considered a community building event and therefore requires a funds allocation and Council approval of that allocation to proceed.
- o Discretionary funds: BBQ grills were purchased using these funds, folding tables are now needing to be replaced
- o Motion by Melissa: voted in by counsel
- **Approved Funding Requests:**
 - o Cooking Club \$300
 - o Intermediate Cross Country Bus \$367.25
 - o Intermediate Ultimate Frisbee Team Tournament \$175 per team, \$350 total
 - o Pickle Ball Court Lines \$395 per court= \$790
 - o Junior Cross Country Buses \$336.74 + \$353.69
 - o STEAMPunks Discovery: Sublime Sublimation \$519.80
 - o Rocks and Rings curling equipment rental \$395.50
 - o Scientists in School Simple Machines (Grade 2) \$249
 - o Indigenous Puppet Show (discussed in Spring of 2025) \$800
 - o Scientists in School: Forces in Motion (Grade 3) \$249
 - o Bluetooth Speaker for Gyms and Outdoors \$327.69
 - o Art Club \$250
 - o Deluxe Wooden Puppet Theater and 8 Multicultural Puppets \$232.76

8. Committee/Event reports and updates

- Pizza Days (Caryn)
 - o Volunteers needed on Mondays to help receive pizza delivery, divide pizzas for each class and distribution to students during first Nutrition break
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- Farm Fresh Fundraiser (Melissa)
 - o Volunteers needed when delivery date is confirmed for the sorting of bundles and organizing pick up.
- Family Movie Night (Dean)
 - o Volunteers needed
 - o First movie of the year in October, "Despicable Me 4"
 - o Rainbow Club is supporting the October movie night.

9. Discussion items and New business

- Reminder:
 - Snow Out Blow Out Sale is October 18, 2025
 - Family Movie Night is October 24, 2025
 - PD Day on November 07, 2025
- Coordinators needed for the following events:
 - Silent Auction Coordinator (May)
 - New food program Coordinator (ASAP)

10. Next meeting: Wednesday, November 19, 2025 (Virtual)