



**School Council Meeting**  
January 18, 2022 – 7 PM, Google Meet

**Meeting Minutes**

- Chair ~ Varvara Chernogorskaya
- Previous Co-Chairs ~ Sarah Jane Estabrook
- Treasurer ~ Michelle Sinclair
- Treasurer (apprentice) ~ Ewa Pyman
- Secretary ~ Kate Raspopow
- Book Fair Chair ~ Joni Hamlin
- OCASC Representative ~ Hart Shouldice
- Grade 6 Committee Chair ~ Angie Wagner
- 100th Anniversary Co-chairs ~ Crystal Holly Amado, Todd Lamont
- Volunteer Coordinator – Marion Siekierski
- Principal, RPPS ~ Heather Mace
- Vice Principal, RPPS ~ Sandra Miller
- Teacher representative ~ Jane Baron
- RPPS Parent Participants
  - David Mackie
  - John Morales
  - Amy Butcher

**1) Land Acknowledgement (Kate)**

**2) Review of Agenda**

**3) Review of December 2021 Minutes**

Motion to approve: Varvara Chernogorskaya. Seconded: Hart Shouldice. Approved

**4) Business Arising from Minutes / Review of Action Items**

- a) Teacher appreciation hot chocolate and messages
  - covered under later items

**5) Chair Report**

- Expressed appreciation for the school moving quickly in response to COVID developments before the holidays. Noted that moving forward it will be important to rationalize what's possible at this point; do less with more and have realistic objectives given evolving restrictions.

**6) Principal Report (10 minutes)**

- Shared images of last year's tree plaque and grade 6 awards

- Recognized RPPS staff for rapid shift to in-person learning
- Indicated that ¼ of students were away that day for various reasons
- In response to a question on COVID reporting for school, indicated that OCDSB reporting will be streamlined. Absenteeism rates relative to student and staff absences will be monitored, and then reported to the Absence Reporting Tool. Data will be starting to be reported January 19, and will be publically available starting Jan 24 (data will reflect the previous day). Info is more high-level to look at trends; won't have the same per-classroom incidence information.
- The school was given masks from the MInistry this week, which were distributed.
- RATs were distributed before the holiday. Any left after distribution to students went to teachers, as per OCDSB instructions. Next supply will be received, likely this week; parents have stepped up to support dividing up boxes of 5 into groups of 2 for students (as per Ministry allocations).
- OPH was overwhelmed with case management over the holiday, so notifications of cases didn't trickle down to the school over the holidays. OPH shifted to mitigating circumstances to reduce the spread versus case management. RPPS is focusing on re-teaching routines etc. to children. kids tended to focus well.
- Library is still not open, but is progressing. Delay is due to the sub-par quality of the cabinetry originally delivered, and the supplier is now completing the order properly.
- In response to a Council question, the Principal indicated the school can't accept donations for masks, or use Council funds, as per OCDSB guidelines.
- In response to a question regarding lunchtime routines, she shared that, based on best practices to managing kids over lunch (and to risk manage COVID), kids' lunch time is divided into: ¼ quiet eating; ¼ inside social time; ½ recess outside.

#### **7) Teacher Representative Report (5 minutes)**

- Expressed thanks from teachers for parent support during online learning.
- A positive is that it provided the opportunity for teachers and kids to do things on the computer when normally they wouldn't have the access or opportunities (e.g., online games, show and tell, jam boards, research projects)
- Shared about virtual speakers/visits: Rick Hansen Foundation representative; Chris the Tornado Hunter.
- Shared that as part of the Junk Drawer Races, Ms Bickford's class is advancing to the regionals.

#### **8) Council - Committee Updates (25 minutes)**

- a) Treasurer
  - Expense report shared; indicated that there have been a few new recent items which will be shared in next month's report.
  - Clarified that the \$500 OCDSB grant is the \$500 being allocated for parent support. That funding is for parent involvement (e.g., guest speakers; virtual social events; developing newsletters, books). The intent is increasing parent involvement in the school
  - In follow-up to last meeting's conversation on fund transfers between Council and the School, Finance provided the Principal an in-depth explanation, which was shared with the Treasurer. Council can keep track of transactions via Council meeting minutes and updates provided from the school, versus Council treasurer. Can share the transaction summary with the Council.
  - The Principal indicated there is a lot of tracking and record keeping going on that would support any inquiries, if needed.
- b) OCASC
  - Next meeting is later in the week; no meetings have happened since the last Council meeting.
- c) Book Fair Committee
  - Update will be provided in February.
- d) 100th Anniversary Committee
  - Have OCDSB account and can now go live.
  - Will move the Directory soon

- Shared that they're creating a database, getting names, and have firmed up dates for main events.
- Tulip naming is the launching piece at the school - will start the week of Jan 24
- BBQ open house launch in Sept, and asked if it would be better on the 22<sup>nd</sup> – school open house night - or Friday the 16<sup>th</sup>. Decided on the 22<sup>nd</sup>, but it was noted that considerations should be taken for having children present (they wouldn't typically be part of the school open house).
- Spring party during the tulip festival will be May 13<sup>th</sup>, 2023. Will have alumni, share stories, and give a tour of the school. Will have discussions with families and alumni to plan specifics (e.g., tea/garden party)
- Noted that 100th anniversary main events don't preclude other Council events being planned.
- Thanked the designer for their in-kind contributions for the 100th anniversary branding.
- Preparing content for community newsletters, and will work with the Principal when these come out.
- 100<sup>th</sup> anniversary page now live on the website. Can now launch social media and make a forward media plan (may look for support for implementation)
- Council members will look into historical photos of RPPS.

e) Grade 6 Committee Chair

- Shared that she met with the Principal and Ms Currie and Ms Nix, and has started organizing some activities. This group will have regular meetings to keep things on track.
- Graduation hoodies – Ms Currie has been in touch with the company, and details on pricing are being worked out (likely \$35, as per last year). Will connect with Matt so they can be posted on the Council website store for purchase.
- Joni and Andrew will organize the cookbook that will act as a yearbook. Each will have a page to share a favourite recipe and photos/artwork.
- Legacy project will be a mural painted in the stairwell leading up to Grade 6 classroom. Ms Nix is collecting design ideas from students until the end of the month; voting will be in February, and painting will begin shortly after.

f) Volunteer Coordinator

- no further updates.

## 9) Fundraising (10 minutes)

a) Needs assessment and identification

- Council Chair is looking into where sponsorship could come from
- A reminder was made to keep in mind the purpose for the fundraising, and differentiation between 100<sup>th</sup> events, and other Council fundraising was noted.
- A summary on fundraising policies were sent to the Treasurer and apprentice from the Principal .
- School council exists to support the school for student learning; the funds are intended to indirectly support students and their learning.
- The fundraising plan needs to communicate what funds are being raised to support.
- Wording in the policy is that intention is supposed to be used in the year it is raised by the people who raised it for the children they raised it for, and administrative costs should be minimized (e.g., bank fees). I.e., can't raise money for no purpose and sit on a large pot of funds. However, money can be raised for a future project that is not within the school year (e.g., a large project like a play structure)
- Last year's 'Keep the Lights On' fundraising campaign made it clear that we were raising funds for the 2021-22 school year, so that we could begin the year with a budget.

b) Parent volunteer recruitment

- It was noted via the chat that a volunteer request email would be distributed.

c) Next steps

- The idea of fundraising ‘buckets’<sup>1</sup> was raised, similar to last month, and the need for someone to take this on. Namely for a few people could do a scan of needs assessment, and identify what type of fundraising should be appropriate. Principal should be involved as can help in this identification.
- It was shared that, generally, funds roll over a full year (but are near fully used). For example, last year the Council outlined what was needed for essentials, then that was raised.
- It was noted that sometimes with Book Fair there was additional money that had been Budgeted but went unspent. Council rolled it over and budgeted it in the following year. The intention is also so that every year’s Council would start off with a base amount of funding that could be used immediately for any needs in the Fall.
- The volunteer coordinator shared that they sent out email to the previous volunteer list and three people volunteered to support fundraising activities. Two parents also joined the sub-committee. A meeting will be set.
- The Principal emphasized that the intention of Council isn’t to fundraise, although it can do it. RPPS is lucky in this way that we are able to fundraise. We also have to make sure to differentiate between school and Council needs in terms of fundraising purposes. Council should also consider capital investment needs; other supports for larger school projects (e.g., library).

#### **10) Indigenous Learning (10 minutes)**

- Considering moving this item forward, to better build and revise the Indigenous Learning parent survey.
- Shared that the Kairos blanket exercise has been explored – it starts again in May, and requires at least 15 people
- A Council member raised that as everything is tenuous given COVID, there are good online options (e.g., for music) that could be done relatively easily. It was emphasized that Indigenous learning opportunities isn’t something Council should shy away from fundraising for; people will learn better if we spend the time on it.
- A Council member suggested that the survey might benefit from adding a second question on the type of learning parents might be interested in (e.g., live, online, self-paced) to see what they might be most likely to take advantage of.
- Shared the example of the Beechwood walking tour on Indigenous History, and that this could be something to look into in the Spring. The Council Chair is looking for more info.
- The lead will coordinate information and opportunities, and share out through school communications. Will likely send the survey out in a week or two so it doesn’t get lost in the volume of info coming out in the return to in person school.

#### **11) Other Business (10 minutes)**

- The question was raised as to whether Council was doing anything for Kindergarten night. The Principal indicated that the administration had met with the kinder team last week. They have standard slides, but would appreciate the Book Fair video, and could add some Council content. The Council Co-chairs spoke at last year’s event; the Principal, Council Chair, and past-Council Chair will speak about what to do.
- b) Lunchtime routines
  - addressed earlier
- c) Guidelines for discussion with parents
  - Nothing noted.
- d) Teacher Appreciation Lead/Committee
  - Council expressed the desire to show support for teachers and staff at the school.

---

<sup>1</sup> Fundraising ‘buckets’ refer to different categories of fundraising needs. For example, money for essential needs (e.g., field maintenance); money for high priority activities or items (e.g., class enrichment); money for activities or items that would be nice to have (e.g., play equipment); and money for multi-year items (e.g., large items such as infrastructure).

- It was noted that Council should be mindful in the actions it takes, as no single group should be benefiting from Council money.
- It was noted that teachers appreciate the time, effort and engagement from Council. Indirect, non-monetary support (e.g., donations of time and food - baked goods; mask labeling; RAT packaging) is a good way to show support. When seeking recent budget and fundraising policy information from Finance, it was cautioned against doing too much to avoid perceptions of going against policy.
- It was noted that Council has a small budget item dedicated toward teacher appreciation, which was approved by council; not deemed to be a significant amount. It also has been used for other non-teaching RPPS staff. The importance of transparency was underlined, as well as the value of non-monetary support. Council emphasized the desire to continue to show appreciation for RPPS staff.
- The necessity for advanced planning to draw upon volunteer in-kind donations was mentioned.
- Council discussed record/file management, and the School Council Drive and official email. It was agreed that we should use last year's Drive. The Secretary will look into this.
- Forward meeting dates were confirmed: Feb 8; March 8; April 12.

## **12) Adjournment**

**Next Meeting: February 8, 2022 – 7 PM, Google Meet**