

## **EZ School Council Meeting Agenda**

**Monday, September 27, 2021**

**6:30 p.m., Virtual**

Attendance:

Meaghan Gibbons
Jennifer Topham
Brenda Prins
Jo Thiessen
Ryan Gulka
Hilory Steffen
Carole Boucher
Krista Hunter
Krista Guenther
Naren Kumarakulasingam
Reinier Torres Labrada
Jola Gurska
First, Last Name
Anneliese Schwartz
Casey Thiessen
Mailen Sarmiento Fong
John Beresford

Also present – Sara MacNeill (Principal) and Farida Jamal (Vice Principal)

1. Welcome and introductions
2. School Council's role as an advisory council

### **The Role of School Council**

Research has shown that the involvement of parents and guardians in their children's education has a positive impact on student learning and helps to create a positive community at the school. The support of the wider community also enhances the learning environment and feeling of community in positive and productive ways. When we work together as partners, we can encourage positive academic success and all-round growth in our students, and can help them develop as caring and contributing citizens.

#### **The School Council is...**

- An advisory body that functions within the parameters set by the Ministry of Education and the Waterloo Region District School Board
- A group of parents and stakeholders who work in partnership with the school administration and staff to facilitate student learning and enhance accountability

#### **School Council is not...**

- A place to pursue your own agenda or advocacy for your own child or children
- Individual issues should be pursued through the classroom teacher and/or School Administration and Superintendent of Schools if necessary

3. New school council members - voting members should commit to attending the meetings - last year it was decided to have 6 to 8 voting members for quorum.
4. Executive roles - Chair, Secretary and Treasurer

### **EZ School Council Job Descriptions**

#### **Chair Job Description**

The Chair is the main Liaison between Council and the School administration. Communicates with school administration, sets agenda for meetings, writes information for school publications, ensures that minutes are taken and maintained. Official spokesperson of School Council, unless another person is identified.

The chair/co-chairs of the council are elected by the council members and must be a parent or parents who are not employed by the school board. The chair is a voting

member who, in addition to performing the same duties as other council members, might:

- arrange for meetings;
- prepare agendas;
- chair council meetings;
- ensure that minutes of council meetings are recorded and maintained;
- facilitate the resolution of conflict;
- participate as ex-officio members of all committees established by the school council;
- communicate with the school principal on behalf of the council.

### **Specifics of Elizabeth Ziegler School Council Chair**

Some specific EZ-specific duties that the Chair will perform are:

- manage email account
- manage Facebook group
- prepare WRAPSC updates
- volunteer as time permits for the school events organized by other committees

**Monthly Commitment: approx. 10 hrs**

### **Secretary Job Description**

The secretary is responsible for taking the minutes at the monthly meetings, sharing them for approval with Council and Principal and finalizing them to be put on website. The secretary keeps all records, documents and other property of School Council except those kept by the Treasurer.

Specific Tasks to be performed by the Secretary:

- Record minutes at the meetings and distribute these for initial approval to Council Executive Members within a reasonable time of meetings
- Send email copies of “Approved Minutes” to the larger Council group
- Follow up with individual members and persons required to take action and to ensure such action is taken
- Must be available to answer emails from the Principal/Vice Principal and school council executive
- Arrange for an Executive Member to record minutes in their absence

**Monthly Commitment: Approximately 10 hours**

## **Treasurer Job Description**

The Treasurer's role is to work with the School Council executive to draft an annual budget and to perform the bookkeeping required by the School Council throughout the year.

Specific tasks to be performed by the Treasurer:

- Keeps track of cash balances
- Provides a monthly financial report for presentation at the School Council Meetings
- Liaise with school secretary
- Be up to date with monies being deposited for various reasons

### **Monthly Commitment: Approximately 5 to 10 hours**

Anyone who is interested in these positions can contact Sara before the next meeting. At the next meeting they can introduce themselves and explain why they would like to have this role and then members will vote.

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#### 5. Suggested meeting dates for the year

Generally we meet every month, last year was a bit different. Here are the suggested dates for this school year.

Note that we are obligated to meet 4 times per year - we can decide later into the year if we need to meet on all of these dates:

**Oct 25, 2021 , November 29, 2021, January 31, 2021, February 28, 2021,  
April 25, 2021, May 30, 2021**

#### 6. Committee overview, discuss priorities and confirm at the next meeting.

A few things that Sara/Farida have noticed:

Grocery gift cards (last year raised \$3500) had a HUGE impact on our school community. Thirty families were supported through this program. Already there are families who would really benefit from this. Sara suggests doing this 2 X per school year - Fall/Winter and then again Winter/Spring.

Outdoor learning - due to Covid, classes are doing lots of stuff outside. Some students don't have boots/rain gear. Sara will look into the Public Health guidance around used clothing donations or gear swaps during COVID, as last year this wasn't possible.

i. Determine committees for 2021 to 2022

1. Outdoor Learning

2. Fundraising - no pizza allowed at this point

-where will FlipGive \$ go this year? Committee would need to send out info about FlipGive to EZ families so they know to get the app.

-Meaghan to attend the October WRAPSC meeting and will hopefully learn more about protocols around fundraising for parent councils

-Sara will find out the rules about fundraising for parent councils this school year

3. Community Outreach - things like gear swap, grocery gift cards - supporting our EZ community

4. Supporting our student's mental well-being - Hilory expressed interest in creating this committee - perhaps the PIC grant could be used for this - guest speakers, creating library of resources for families

7. Financial summary

**General Account (#850)**

Carry Over \$246.12) **TOTAL \$246.12)**

**Pizza (#851)**

Carry Over \$2,450.58) **TOTAL \$2,450.58)**

**Fundraising, Magazines etc. (#852)**

Carry Over \$3,824.71) **TOTAL \$3,824.71)**

**Danceathon (#853)**

Carry Over \$1,607.29) **TOTAL \$1,607.29)**

**Other Accounts**

**Yard Improvement/Greening (#854) \$84.11) Fun Fair (#856) \$48.55)**

**TOTAL \$132.66) GRAND TOTAL \$8,261.36)**

-home reading is on pause because of Covid protocols

-school budget was cut by 30% this year - partly because of Covid but also because the board has a new 1:1 Chromebook program for all grade 7's and 8's - next year this will extend to grades 5 and 6.

Sara to check if there was unused \$ from classroom outdoor learning last year. Maybe this can be re-allocated.

Anneliese asking about FlipGive - last year it went towards EZ Play For All. What specific account did this go to last year and where will it go this year? Sara to find out.

Anneliese explained about FlipGive - parents can download this app and then we get \$. Last year we raised around \$1600 for the playground.

8. Vice Principal/Principal report

So happy to have the kids back!

Protocols that are the same as last year: Still doing staggered entry into the building and using as many different doors as possible. Front and back of school being used. Hand sanitizing on entry. Masking is still there. Families required to do the student Covid screening questions everyday.

Protocols that are different this year: Shared materials within a cohort do not need to be quarantined and sanitized, as long as kids wash or sanitize their hands before touching the objects. Same thing with outdoor equipment. We can use playground equipment during school hours. There is a schedule so that every class gets a scheduled time to go on the playground. Paper verification of the Covid screener for the first 2 weeks

was a new change.

No rain bells this year - kids stay outside no matter the weather (unless thunderstorm, tornado, or other safety reasons). Try to have your child arrive as close to 9am as possible.

Gaga ball pit and playground are closed before and after school so that we do not encourage people to gather. Extended day programs use these pieces of equipment until 6pm.

Bikes/scooters - reminder not to zoom on the pathways! Parents and students are asked to please walk these wheeled vehicles on school grounds.

Masks are encouraged on school grounds especially if you cannot maintain physical distancing but is not mandatory this year for parents to wear masks when coming to the school.

No dogs on school grounds.

Parking lot - no student pickup/drop off in the parking lot please!

We have 17 zones on our school property. There is a schedule - classes rotate through these zones for outdoor learning and gym. Zone 1 has our monarch way station - this will be a mow-free zone and milkweed has been planted to encourage monarch butterflies. Zone 3 has our new outdoor classroom.

Nutrition breaks - last year kids had to stay in the classroom for both nutrition breaks. This year they are able to get outside for 1 of the breaks (40 min). They stay in their zone with their cohort during this outside time - each zone has staff supervision.

Emergency drills are happening this week. Today was the first fire drill. There will be two more drills this week.

Washroom renovations on the lower level are completed. Two new water-filling stations were installed down there as well. There are two all-gender washrooms on the lower level. Also lots of re-painting was done - doors, hallways.

Kids in grades 5/6 can do announcements for 2 weeks at a time.

Staff bike rack - to be installed in the Spring. Pavement path going in to improve the path near the intercom entrance.

Nutrition for Learning has started in classrooms.

Made Good Club - provides schools with boxes of individually packed food items which can be distributed in addition to Nutrition for Learning food.

Terry Fox walk/run this Friday. Families can donate online and/or bring a toonie on Friday. Families cannot come to participate on Friday.

Thursday is National Day for Truth and Reconciliation. People are encouraged to wear something orange.

#### 9. Other issues and Questions:

All of the kindergarten classes have HEPA filters as well as the ACE classrooms, library.

Field trips - we cannot have volunteers still, making all field trips (even walking field trips) impossible due to insufficient adult-to-child ratio.

Clubs/sports - we are waiting for clarification on when this can happen.

Rapid test pop-ups - at Mary Allen park on Wednesdays. Not related to the board or the school at all - therefore cannot be advertised through the school.

#### 10. Adjournment