**Hespeler P.S. School Council Meeting**

**Via Google Meet**

**MINUTES**

**Wednesday, October 28, 2020**

7:00 pm

Present: Rebecca Jutzi, Kevin Pomfret, Sharon McKeown, Tryna Gray, Elke Lupinsky, Michelle Bush Broga, Rose Kowalczyk, Susan Fryer-Davis, Scott Toman, Megan Gallinger, Sean Wells, Brooke Pate-Wright, Jillian Bolender, Jesse Sabbagh, Stacey Lawrence, Kara Hall, Kyly Miller, Caitlin Ramcharitar, Sabina Voisin

Regrets: Susan Ford, Sarah Macallister, Courtney Riddell, Crystal Bechtel

1. **Welcome**
* Introduction & welcome by Sharon: it’s great to see some new names here tonight! Obviously this is a very different year as we can’t meet in person. Tonight will be elections and a review of our goals for this year.
* Everyone introduced themselves: have you been on council before, how many kids you have at HPS, etc.
* Sharon explained the procedure for motions via Google Meet: please comment “motion” in the chat to indicate that you will bring forward the motion, please comment “2” to second, please comment “I” to vote in favour of the motion. Sharon will ask for anyone opposed after those in favour.
* For the immediate future it makes sense to only elect our main positions and wait to elect sub-committee chairs until we need those positions. You can attend council without being a voting member. To be a voting Parent Partner the expectation is that you make an effort to come to every/most meetings. Parent Partners can have children doing in-person learning or distance learning, both are considered as having a child enrolled at HPS.
1. **Approval of Minutes from March 9, 2020**
	* Approved as read - Michelle motioned to approve, Jill seconded, approved unanimously.
2. **Elections:**

 Sharon reviewed the basic requirements of each elected position prior to the elections.

 **Chairperson: Sharon McKeown** (Scott motioned, Michelle seconded, approved unanimously)

 **Secretary: Sabina Voisin** (Jill motioned, Elke seconded, approved unanimously), Tryna will assist

 **Treasurer: Elke Lupinsky** (Kyly motioned, Jill seconded, approved unanimously)

 **Community Partners: Susan Ford will continue, add Michelle Bush Broga**

(Kyly motioned, Jill seconded, approved unanimously)

 **Parent Partners: all who are present tonight** (except Megan Gallinger)

 **Teacher Rep: Susan Fryer-Davis**

1. **Treasurer’s Report**
* Our funds at our last meeting in March already included the $9,500 spent for the Kindy play area, there is $5,500 left of the $15,000 we had allocated for that project. We are keeping the Kindy area allocation because last year’s council motioned to spend that and there is more to do in that area. For the immediate future the school wants to keep that area more open due to COVID-19. This money will be held until we’re ready to use it to enhance that area.
* We received the $250 reimbursement from the PRO Grant for the January parent workshop.
* We paid $500 for the grad frames and received the tax rebate from that.
* We still have $5,700 allocated for playground equipment upgrades. This was approved by last year’s council to start saving for another structure or something similar for the junior students to use. Under normal circumstances the juniors are not allowed to use the red/yellow climber on nutrition breaks (currently climbers are all off-limits). There are potential space issues to assess with parking lot expansion needs and the outdoor classroom.
* $500 was allocated by last year’s council for Nutrition for Learning. The program is happening but does look different this year. Snacks are now pre-packaged in bags and when students express a need they can access a snack bag. This will be paid out to Nutrition for Learning.
* We are keeping the $1000 Fun Fair Prepayments allocation in case any kind of event can happen.
* Available balance is: $7280.59
1. **Principal/Vice-Principal Update**

Principal’s Update – Rebecca Jutzi

* + Rebecca shared a slide presentation.
	+ It was a very different startup to the school year and our staff and school community have been absolutely amazing! We’ve been blown away by the positivity, optimism, and compliance with rules. People are happy to be back and she really applauds the staff for making this start up as smooth as possible.
	+ Good news: Rebecca shared a Facebook post from a community member that praised the way teachers have set up amazing activities outdoors.
	+ Staffing updates:
		- August 25, 2020: 714 total students (609 in person, 104 distance learning). This meant we were down 2 classes (gr. 3 FI, gr. 3/4 English - Mr. Akgol & Ms. Censner went to distance learning).
		- September 30, 2020: 708 total students (554 in person, 154 distance learning). This meant a loss of a further 3 classes (K4, gr. 3/4 English, gr. 7 English - Mr. Smith, Mrs. Turnbull & Mrs. Glass went to distance learning).
	+ Progress reports to go home November 20, these are completed by the teacher who taught the student on or before October 21.
	+ The progress report should show a student’s general progress towards the achievement of the curriculum expectations in all subject areas that have been addressed so far. There will be a central statement included on each progress report addressing that the rate of student progress may differ from previous years due to COVID-19.
	+ Rebecca shared the board memo that was issued by the WRDSB asking that students are not sent to school in costumes or shared food for Hallowe’en. The Superintendent stated that it’s not as much about the costumes, but more about the disruption to routine that the costumes could cause. Potential disruptions to routines and safety practices are risks the school communities can not afford to take. If you choose to take part outside of school, please ensure your costume and celebrations are respectful of other cultures and identities. It’s a great opportunity to discuss the importance of respecting individuals who do not participate in this and other celebrations.
	+ School climate initiatives: we still want to do fun activities that work in this landscape since we can’t have assemblies and so on. Silly Sock Day, Pyjama Day, Flannel Day, Lunchtime Kahoot, any other suggestions can be sent to Rebecca. Kahoot would allow classes to interact with each other from their individual classrooms.
	+ The library is not accessible to students yet, teachers can take out books for their classroom.
	+ We have the go ahead for students to bring indoor shoes, but at this point those shoes need to go home each day. We are waiting on further direction about hooks & lockers.
	+ At this point we are not allowed to have Lifetouch come in for school photos.

Vice-Principal’s Update – Kevin Pomfret

* Health and Safety updates:
	+ Students/parents/staff should be completing the self-screening tool every morning, it continues to be updated as criteria changes.
	+ Procedure when students start to feel ill during the day: anytime it’s reported to a teacher the first thing we do is clear the classroom fully, the ill student (if primary symptoms) goes to the self-isolation room to await pickup. If the student only has secondary symptoms they wait on the front hall bench for pickup. The class goes outside or to the cafeteria as appropriate while the custodial staff thoroughly cleans the classroom.
* A recent update is that siblings of an ill student do not need to be sent home if they themselves are symptom-free.
* Rebecca & Kevin went in 2 weeks prior to school starting to get the school ready: sanitizer dispensers, washroom schedule, directional decals, informative reminder signs. There are sanitizer stations for every time students go through the entry/exit doors.
* It’s impossible to have students go outside at traditional nutrition break times right now as there’s no way to avoid having classes cross paths.
* Classes enter/exit school in individual classes, this seems to be working well now. On rain days: please keep students home as long as possible and arrive as close to the entry time as possible and dress for the weather since we can’t have all students enter early the way we usually would on a rain day.
* Jamie Piper is moving to GCI on Monday to a new position. Most days we have an extra custodial staff member for 3-4 hours to frequently clean touchpoints. Amber, our night custodian, is taking over Jamie’s position. Right now his new position is a 6-month LTO.
* In the isolation room there is a staff member that puts on full PPE to stay with younger children (K-1). Generally the older kids don’t need someone to stay with them, but the office staff is nearby should they need anything.
* Construction updates:
	+ Kindy outdoor area is in good shape for the time being, until the remaining items can be added.
	+ Kindy rooms 8 & 9 each got a washroom, the former shared washroom for those 2 rooms became a staff washroom which was also very needed at that end of the school.
	+ ACE room was redesigned, a kitchen area was added and the overall space was refreshed.
* Construction coming up next summer:
	+ Main office renovation including secretarial area, staff washroom and staff entry.
	+ Parking lot expansion into where the outdoor classroom currently is, we are assessing how to handle the trees in that area. We do not have enough parking spaces for staff, many have to park on the road. Approximately 15 spaces will be added.
	+ There are ongoing discussions about the piece of land that the City still owns at the back of the school. Transferring this land will allow us to better deal with the water runoff issue.
1. **New Business/Fundraising**

School Council Goals

* + Over time, we have developed a running list of our school council goals and overall vision (both short and long term). We update this list yearly.
	+ Unfortunately this year we likely won’t check off any of our usual goals due to COVID-19 restrictions. Rebecca shared the document so new members have an understanding of what we usually do even if it’s not feasible this year. We do have this as a working model that we are proud of for things we usually try to accomplish each year.
	+ As a council this year we need to recognize that a lot of our role this year will be more as passive observers. We will receive the updates from administration and represent the parent population of the school.
	+ Think about anything that might fit within the parameters of COVID-19 if there’s something we could be doing as a council. If you think of something after tonight, please reach out to Sharon via email, or be prepared to bring your idea forward next month.
	+ Rebecca: this might be a good opportunity to invite teachers in to present to us if there’s anything we want to know about how the school/classes are operating.
	+ Michelle: school spirit wear with our cougar wearing a mask, “HPS 2020” type of thing.
	+ Megan: virtual workshops or education opportunity for parents. Megan is in events and marketing and can support/advise on this type of event. Megan will explore ideas for what type of workshops would suit and are available, along with pricing. Kara will connect with Megan to review what we’ve done in the past. Megan will look into online platform costs to host this.
	+ Jill: online family scavenger hunt - some teachers did this last year in Google classroom. The kids had fun doing this, could be something just for fun. Would likely have to be in small groups. For instance: go find something in the house that starts with a certain letter, or is a colour, etc. Jill will think about how this would look and report back at November’s meeting.
1. **Other business:**

Council Funds - Intentions for this year

* + We will save the current council funds balance for future initiatives and reevaluate in January (ie: something significant for outdoors or other school needs).
	+ The school is supporting/funding the regular outdoor equipment needs at this point.
	+ School mascot idea: Michelle found a cougar mascot costume on Amazon, we could add an HPS t-shirt or jersey on it. The mascot could have a designated person to wear it at this point, it could be something fun in lieu of being able to have assemblies, etc. There will be a no-touch rule to stay distanced, but would still add fun to the school climate.
	+ Michelle motioned to purchase the mascot costume. Kara seconded, approved unanimously. We might have some spirit wear or jerseys around that would fit, otherwise reach out to Marian Brown.
	+ Stacey motioned to allocate $700 for the mascot purchase including shipping cost & tax, as long as there aren’t any concerns about reviews and return policy. Jill seconded, approved unanimously.
	+ We are setting less meetings for now, since we don’t have as many events going on. We can always add a meeting if needed. We are required to have 5 meetings over the school year.
	+ Elke motioned to allocate $750 for parent workshops as we explore this option further. Jill seconded, approved unanimously.
	+ There are also some other grants available. Sharon has some information from another school in Waterloo and she will look into these options.

**MEETING ADJOURNED 8:35pm**

(Elke motioned to adjourn, Kara seconded)

**Next meeting: Wednesday, November 25, 2020**

**Meeting dates:** January 27, 2021; March 24, 2021; May 26, 2021