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

**Via Google Meet**

**MINUTES**

**Wednesday, November 25, 2020**

7:00 pm

Present: Rebecca Jutzi, Kevin Pomfret, Sharon McKeown, Elke Lupinsky, Michelle Bush Broga, Rose Kowalczyk, Susan Fryer-Davis, Scott Toman, Megan Gallinger, Sean Wells, Jillian Bolender, Jesse Sabbagh, Stacey Lawrence, Kyly Miller, Courtney Riddell, Sabina Voisin

Regrets: Crystal Bechtel, Susan Ford, Sarah Macallister, Kara Hall

1. **Welcome**
	* Reminder on how to put forward a motion, second, and approve within the Google Meet.
2. **Approval of Minutes from October 28, 2020**
* Approved as read - Jill motioned to approve, Jesse seconded, approved unanimously.
1. **Treasurer’s Report**
	* Not much has changed since last month, same account balance of $19,980.59
	* Allocations/pending expenses of $14,150 remain: $500 Nutrition for Learning cheque written today, along with the other allocations already set aside at our last meeting.
	* Available balance is $5,830.59
2. **Principal/Vice-Principal Update**

Principal’s Update – Rebecca Jutzi

* + Susan Fryer-Davis shared a “Hespeler is Staying Safe” presentation created by a gr8 student about what the new school routines and procedures look like.
	+ Presentation covered: hand sanitizer stations, directional signage, distance footprints, desks spaced as far as possible, organized groups of students going in and out with designated paths, staggered entry/exit times, water fountains are covered so we only use the touch-free bottle filler station, high contact points sanitized regularly, different zones for outdoor time, students who feel ill leave class to await going home, limits on how many people can be in a room posted on the doors.
	+ “Even with these changes we still stay hopeful and creative”.
	+ A lot of time and energy has gone into safety measures to do everything possible to keep HPS safe, and we’re optimistic that if we do get a COVID-19 case, there will be very minimal spread within the school, if any.
	+ Students are doing an amazing job following the procedures. They’re happy, they’re learning, doing creative things, doing great activities outside. Teachers have kept up the love of learning and made it fun for students to the best of their abilities.
	+ The recent change to inclement weather days as initiated by the board was sent out on School-Day (many boards are doing this). When there are bus cancellation days it can be very disruptive to the school (especially at bus-heavy schools). With COVID-19 protocols, we can’t combine classes if staff can’t make it in like we used to do. So now, we will switch to distance learning for the inclement weather days. Students will be encouraged to already make sure they know how to log in to Google Classroom, know their passwords, etc.
	+ We realize this may be a challenge for those who don’t have tech at home. There’s a possibility we could send Chromebooks home the day before but usually we don’t know that far ahead.
	+ We will have to be creative about how we can help those students who don’t have access. For example, a phone call from the teacher to assign work to do.
	+ It will be a similar situation if a cohort were to be sent home for 14 days due to a COVID-19 case. In that case we’d be able to send tech home for that class.
	+ For inclement weather days the learning will be asynchronous because it will be last minute and could be very challenging for families to have kids in Google Meets simultaneously on short notice. Work will be posted to Google Classroom and students will work on it throughout the day. Teachers will be available to communicate with students for the duration of the school day.
	+ We are starting to think about gr8-9 transition for students. Most HPS students go to JHSS, FI students who continue go to GCI. High schools are busy planning virtual tours of their schools since school visits won’t be able to happen. Magnet program information will also be shared with students over the next weeks and months.

Vice-Principal’s Update – Kevin Pomfret

* On Monday’s PD Day:
	+ Staff reviewed an article discussing what students would like teachers to know about how they’re feeling during this time and what teachers can do to help students.
	+ We realize school isn’t as fun as usual, and that students might be having down days.
	+ Reviewed Google Classroom with time to work on preparing for inclement weather days.
	+ Staff signed up for 3 of 6 available stations: new math curriculum, outdoor games, outdoor walk & talk with colleague, umbrella project, micro-agressions/equity, dance.
	+ Additional time for online training courses.
* Friday, Nov. 27 - decorate your mask day, disposable masks will be provided
* Winter gear: winter came quickly, we now have clearance to use lockers for gr7/8 students. Usually the junior pod and junior/intermediate students also use lockers but that is not yet allowed.
* Teachers opted not to use the lockers due to the amount of rules. Instead an area is taped off in front of the lockers as a spot to put boots/indoor shoes. Everything else goes into the classroom.
* Other students have started using the hall hooks. They are accessed in groups of students, every 4th hook at a time. Boots & coats can be in the hall, backpacks are coming into the classroom.
* Junior pod is using the area outside the class for boots, the same grouping procedure will happen.
* Indoor shoes are now to be sent and stay in the classroom overnight so the custodial staff can clean the floors.
* Some classrooms don’t have hall hooks because they would typically use lockers, for now intermediate classrooms have their outdoor gear on the back of their chairs. We may need to get creative on how we handle this as we go further into winter since normally the lockers for those classrooms are great, but now we can’t use them. We’re trying to figure out how to handle this.
* Some families received communication that asked for children to bring backup masks due to the masks getting wet throughout the day. The note stated the school doesn’t have more masks to be provided to students. Not correct: the school has plenty of masks, both disposable and reusable. The idea is that each student comes to school with more than one mask so that they can change the mask to ensure it’s dry and effective.
* The monthly health and safety meeting is coming up and it will be mentioned to teachers that we do have additional masks available if needed.
* All the gym and cafeteria lights have been changed to LEDs and it’s much brighter now. This will also be done in the change rooms once they’re no longer needed for extra furniture storage.
* Extended day program will not run from HPS over the winter break, it will run at Silverheights.
1. **New Business/Fundraising**

Fundraising

* Sharon spoke with Rebecca & Kevin about ideas to be discussed in January.
* Sharon did some research about what other school have been doing for fundraising so far. We had decided to wait since financially this has been hard on families, we didn’t feel it was an appropriate time yet.
* Other schools are doing some things that can easily be opted into or not, that don’t single anyone out for not participating: pizza nights partnered with a local pizza place, Flip Give. Nothing that requires selling items. We might be able to raise some funds this way. We’ve had the benefit of being able to raise a good amount of money every year and raising no funds this year may not allow us to do the things we would want to do at the start of next year.

Parent Workshops

* Megan presented networking ideas for HPS via her position at Communitech.
* Communitech is a not-for-profit and they often support the community through offering their hub space for events. Instead, they are offering the use of their Remo virtual platform license as long as our event date/time doesn’t conflict with any Communitech events.
* Remo has: presenter mode, videos, multiple “floors” that can accommodate up to 200 attendees, virtual tables, chat functions, white boarding, screen share.
* [remo.co](http://remo.co)/guided-tours has videos of the platform. If we’re really interested Megan can set up a sample room for us to see. It’s all done on your browser, no software to download. You log in and it drops you into the room. Automated tips/announcements pop up to guide you. Communitech is very used to explaining to people how to use Remo. Usually the event program will be set up to push you from thing to thing. It’s very intuitive.
* Event ideas: information night, fundraising, charity silent auction, virtual gala, networking.
* Communitech's Eventbrite account can be used for registration and communications to attendees.
* Even our vendor sale could be run virtually this way, or a virtual show.
* You can increase the number of attendees allowed by upgrading the account, Communitech’s larger account is only paid month by month on an as needed basis, so it would have to make sense for us to pay for that upgrade.
* Now might be the time to create a subcommittee to move forward with these ideas. Megan/Sharon/Kara will connect to start thinking of ways to use Remo for events. Message Sharon if you’d like to be part of brainstorming for this.
* Rebecca thinks this could work very well for a gr8 grad ceremony this year as well.

Online Community Event

* + Jill presented an idea for a virtual Santa experience that school families could log in to. Jill would sponsor the Santa for our school.
	+ Jill also suggested we could to an online scavenger hunt. Some teachers did this towards the end of the school year when we were shut down and kids really enjoyed it. This can run through Google Meet. Families would register, we would need one “host” per 10-15 families, each host would have the same games with one meet link per group. Each host would have a list of items, kids would have to find items from around the house and bring it back to show. We could turn this into a games night (bingo, scattergories, etc.).
	+ Council very much appreciates Jill’s generous sponsorship offer, and a discussion around the WRDSB’s equity policy followed in regards to the Santa event.
	+ The board directive says that when planning events, we should ask ourselves: How will this event impact: students experiencing poverty, students from non-dominant faith groups, serve as an educational activity for all students, students who are having mental health concerns. As a public school, we have a responsibility to be inclusive for all of our students.
	+ Recently, we’ve been switching over to events that are fully inclusive regardless of beliefs. While many of us are trying to make this season exciting for our kids, we can’t proceed with Santa as a public school due to equity concerns.
	+ Jesse mentioned there’s maybe enough things that we all share in common, maybe there’s an online event we can do that shares those commonalities. Maybe we can use this idea creatively, without it being as specific. It could be uplifting for families during the winter.
	+ What about a winter wonderland theme? What if we made it a Carnaval event in January/February since we are a FI school? All of our students do receive French instruction.
	+ We would like to keep a version of this event, and a games night. We will discuss again in the new year since time is short before the break.
1. **Other business:**

Mascot

* Michelle has ordered the cougar mascot, currently awaiting customs clearance.
* Sharon & Michelle have discussed how to make the release of this mascot exciting for the students: small picture reveals could be up on tv in the front lobby to create excitement; a naming contest (we can provide some direction on names - gender neutral, appropriateness.)
* We can make this a fun event to get the school involved.
* We will make sure the costume looks good when it gets here before we start.
* It can go out on School-Day too so the distance learning students can also be involved.
* $643.85 total cost.

Gaga Ball

* Gaga ball is missing the door - Sharon has reached out to Jamie Piper to see if he knows where the door is, or if we need to order a new one as the ball is not supposed to be going out the open space.
* There’s a lot of interest in it and it’s in use all the time, but now can only be used by one cohort class at a time and kids are racing to decide which class gets to use it. Would a second gaga ball pit be beneficial for a school of our size?
* Rebecca has reached out to Fred for information but hasn’t heard back yet. What could another installation timeline be? What is the current price? It could move locations if we need to in the future as our outdoor space changes/gets updated.

Outdoor time

* The kindy area is muddy at this time of year. Currently there isn’t a plan for a different ground cover in there. Maybe playground mulch? Hoping we can stick with grass and see how it goes.
* How will gym work in the winter when it’s really cold? The plan is that the gym teachers will be outside all day running classes. James Bastin is out for a few months from surgery, the school will hire to cover that position. It’s very difficult to follow the protocols of time for the gym to be empty between classes. Mrs. Brown is fully prepared to be outside every day.

**MEETING ADJOURNED 8:38pm**

(Scott motioned to adjourn, Stacey seconded)

**Next meeting: Wednesday, January 27, 2021**

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