Conestogo Public School – Council Minutes: Thursday, April 16, 2020

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UPCOMING COUNCIL EVENTS

2019-20 Event Dates:

- Fun Fair: Thursday, September 19
- Handmade Show: Saturday, October 26
- Lions Bingo: Thursday, January 30
- Family Skate: Saturday, March 28, 4:30 PM to 5:30 PM
- Next Council Meeting: Thursday, March 26, 2020
- Council Meeting dates for 2019-2020 (the third Thursday of each month with some dates adjusted for events and holidays):
    - Thursday, Sept 12, 2019
    - Thursday, Oct 17, 2019
    - Thursday, Nov 7, 2019
    - Thursday, Dec 12, 2019
    - Thursday, Jan 16, 2020
    - Thursday, Feb 20, 2020
    - Thursday, Mar 26, 2020 (March Break: Mar 16-20, 2020)
    - Thursday, Apr 16, 2020 (Easter Fri Apr 10, Mon Apr 13)
    - Thursday, May 14, 2020 (Victoria Day, Mon May 18)
    - Thursday, Jun 11, 2020

ACTION ITEM SUMMARY

Initiative/Project	Action Item	Person Responsible
Chromebooks	Please let Mr. Sendrea know as soon as possible if you or others you know are finding technology at home to be a barrier.	All
	Confirm replacement cost	Mr. Sendrea
Graduation	Cancel current bookings made for the CPS graduation.	Mr. Sendrea
Montreal Trip	Follow up with the Board regarding the insurance refund.	Mr. Sendrea
Mabel's Labels	Request re-issue of Mabel's Labels cheque as it is likely to old to be cashed.	Karen F
Community Support and Response to COVID-19	Send out resources on mental health that are available on the Board website.	Mr. Sendrea
	Review CASL legislation and follow up with teachers regarding student-to-student community connection phone calls or videos.	Mr. Sendrea
Agenda for May	Craft Show	Gena
	Community Support and Response to COVID-19	

WELCOME & GENERAL BUSINESS

Attendance

(P present, N absent/regrets. Parent Members must attend 7/10 – 70% of meetings to maintain voting privileges.)

Role	2015-16	Sep 12	Oct 17	Nov 7	Dec 12	Jan 16	Feb 20	April 7	Apr 16	May 14	June 11
Co-Chair	Jenny Benham	P	P	P	Meeting cancelled	P	P	P	P		
Co-Chair	Rebecca Hallman	N	P	N		P	N	P	P		
Treasurer	Karen Hofbauer	P	P	N		P	P	P	P		
Communications	Deb Jones	N	N	N		N	N	N	N		
Secretary	Gena Braun	P	P	P		P	N	P	P		
Principal	Michael Sendrea	P	P	P		P	P	P	P		
Teacher Reps	Carolee Fox	P	Lori Hillman	Kristyn Keyes		None (due to ETFO job action)	None (due to ETFO job action)	Carolee Fox	N/A	Shannon Brown	Carolee Fox
Community	n/a	N	N	N		N	N	N	N		
WRAPSC	Jessica Gordon	N	P	P		P	N	P	P		
Parent Members & Volunteers	Stephanie Forte	P	N	P		N	P	P	P		
	Colleen Heinrichs	P	N	P		P	N	P	P		
	Gloria Ramage	N	P	P		N	P	N	N		
	Christine Sanchez	P	N	N		N	P	N	N		
	Amy Hertz	P	N	N		N	N	N	N		
	Sandra Clank	P	N	N		N	N	P	P		
	Ian Howlett	P	P	P		N	P	N	N		
	Kristen Kent	P	N	N		N	N	N	N		
	Katie Misener	P	N	N		N	N	N	N		
	Marsha Ferguson	P	N	P		N	N	N	N		
	Agnes Lehtonen	P	N	P		P	N	N	N		
	Katherine Sunday	N	N	N		N	N	N	N		
	Shawna Gingrich	N	P	P		N	P	N	N		
	Karen Forsyth	P	P	P		N	P	P	P		
	Erin Schmidt	P	P	P		P	N	P	N		
	Mel Thompson	N	N	N		N	N	N	N		
	Laura Bredahl	N	N	N		N	N	N	N		
	Jenn Metzloff	P	P	P		N	P	P	N		
	Amy McDowell	N	N	N		N	N	N	N		
	Julianna Oitment	P	P	P		P	N	P	P		

Agenda – Review & Approval

Adjustments to Agenda:

- None

Agenda approval with changes motioned by:
1st: Colleen
2nd: Karen H

Minutes, April 7 – Review & Approval

Adjustments to Minutes:

- None

Minutes approval with changes motioned by:
1st: Colleen
2nd: Steph

PRESENTATIONS

Teacher's Report – N/A

- No teachers report this month due to COVID-19 measures.

Principal's Report – Mr. Sendrea

- Distance learning:
  - The Ontario Ministry of Education has recommended 1-2 hours per day per student depending on the age.
  - Mr., Sendrea noted that hour of work for students does not mean an hour of work for the teachers: It is a tremendous amount of effort for the teachers to completely change the way they teach, and administrative staff has been pitching in.
  - Technology: Last week significant effort was made to provide technology (Chrombooks) to families with limited or old technology at home, based on the information gleaned from the phone calls that teachers made to homes. Additional Chromebooks have been distributed and will continue to be as needed.
    - **ACTION ITEM, all: Please let Mr. Sendrea know as soon as possible if you or others you know are finding technology at home to be a barrier.**
    - The school requests that students follow the responsibility policy in the planner when using the Chromebooks.
    - There is a technology free option for students at CPS via printed and mailed material. This option is available for anyone that needs or requests it.
  - Communication via apps and video:
    - Teachers are using their own home phones to call.
    - There is a "chat" option Google Classroom that can be used with parental consent.
    - Some of the apps have a voice chat, and can also be used with parental consent.
    - Video chats are not currently permitted to respect the privacy of both the teachers and the students, but this is still under discussion.
  - Special education:
    - This plan is currently under development, and the Special Education teachers are working with class teachers. The Special Ed teachers are also listed as teachers in the students' google classroom.
    - EAs will also be more involved, and these details are being determined.
  - Google classroom:
    - Parent summary: You can sign up for this and it will be emailed to you once a week and this is recommended for older students (as younger students typically already have more parent involvement).
      - You do not need your own google account; you can just add you own e-mail address.
      - The teacher needs to send the parent or guardian an e-mail requesting permission to send a weekly summary. Parents and guardians are welcome to contact the teacher if they have not yet been contacted.
  - Graduation:
    - The WRDSB have announced the cancellation of all graduation activities (ceremony and

celebrations planned by parents and students) for this spring.
    - **ACTION ITEM, Mr. Sendrea: We will need to cancel current bookings made for the CPS graduation.**
    - September is likely an option, but will have to be finalized based on how the situation progresses and the Board will follow up with more information.
- Montreal Trip:
    - The cancellation of the trip was previously communicated, and to confirm, refunds will be processed automatically, but there is a backlog until roughly April.
    - **ACTION ITEM: Mr. Sendrea will be following up with the Board regarding the insurance refund.**
- Questions from council:
    - Printing materials for younger students: Teachers are making every effort to generate material that does not need to be printed. For example, students can take pictures of their work and submit.
    - Pictures with Chromebooks: Students are able to take pictures with the Chromebooks for submitting their work (only Google Meet and Google Hangouts are disabled on the Chromebooks).
    - Council also provided positive feedback to indicate that the efforts by the teachers have been appreciated and it has gone fairly week (taking into account inevitable growing pains).

STANDING AGENDA ITEMS

WRAPSC Report – Jessica

- WRAPSC not meeting due to COVID.

Treasurer's Report – Karen

- Cheques have been delivered to Mrs. Bauer (for craft show) and Mrs. Bauer is working with the board to have them deposited.
- **ACTION ITEM, Karen F: Request re-issue of Mabel's Labels cheque as it is likely to old to be cashed.**
- Green Team funds ($40) for clubs will be paid out.
- Budgeting consideration: We may need to replace a few more Chromebooks next year.
    - **ACTION ITEM: Mr. Sendrea to confirm replacement cost.**
    - The Optimist Club has been approached for potential funding, but we need a better estimate of likely

cost.

- **ACTION ITEM, Gena: Put the Craft Show on the agenda for the next meeting.**

Safe, Caring, Inclusive, and Healthy Schools Committee – Steph

- The committee is not meeting due to COVID.

COMMITTEES & EVENTS – STATUS REPORTS

Community Response to COVID/Support for Front-line Workers – Jenny and Colleen

- The subcommittee decided against using fundraising funds to donate to a local organization (they should be used at the school as is assumed when supporters donate).
- Art project:
    - A collage of artwork or letter from each class that could be shared with local frontline and essential service workers (including school bus drivers) in a way that respects privacy (no student names, or first names only if they choose to sign their work).
    - Question from council: Would the teachers be willing to support by putting this out as an art assignment and accepting student art or letters through Google Classroom? A member of council would put the collages together. Answer: Mr. Sendrea would be willing to suggest to teachers and each teacher can post this as an assignment in their Google Classroom.
    - It could also be used as part of the yearbook, etc., or could be put on Twitter.
    - Timeline: Request that it happen as soon as possible.
- Request to CPS Social worker: Do or source a video about mental health for kids.
    - **ACTION ITEM, Mr. Sendrea: Will check and send out resources on mental health that are available on the Board website.**
    - Question from council: Would the CPS Social Worker be available to provide extra support for students around COVID? (Neil Graham) Answer: Yes, he is available as always, and Mr. Sendrea will reach out to him to see how else he might be able to be involved (a video meeting may not be an option given the Board's current privacy policy preventing video chats).
        - There are many resources for COVID, but anything we want to promote must be Board approved.
- Student connections: Can we ask intermediate students to step up a play a leadership role by contacting other younger students (i.e. on their bus routes, or other) to check in, via call or e-mail? We could provide a suggested script to help them get a conversation started. Suggested date: Sometime in May.
    - This is meant to help students, especially younger or only children, still feel connected to their peers, and allows students to connect across class boundaries.
    - Calling on the phone is not an option as the school cannot provide family contact information. Perhaps if they communicate through Google Classroom or something else already set up. Another option might be a shared document in google, but this may create an additional work burden for teachers, or prerecord messages (from older students or bus patrol students) that could be distributed through Google Classroom. There may also be an issue with voice recordings from students being distributed, and permission would need to be requested. Students that walk and students that attend before/after

school also need to be included. **ACTION ITEM, Mr. Sendrea: Follow up with teachers and to determine how this falls within CASL legislation and privacy concerns**.

- Phone message from the school:
  - **ACTION ITEM, MR. Sendrea: Look into determining how this can be done remotely.**
- Subcommittee will continue to meet to look into longer term projects/concerns:
  - How can the school and council continue to support the students over the long term?
  - Consider new needs that may grow for our school community: i.e. nutrition program that provides snacks starting in the fall.
  - Planning for additional Chromebooks
  - We have a line item in our budget for extracurricular support/clubs, but it has consistently not been used for several years, we could put this toward specific needs in our school community that may develop as part of this. (Voting and further discussion would be required).
    - Those needs will need to be identified appropriately in the future.
    - Note that the Board has supported "Nutrition for Learning" in the past, but may require more support to run this program in the future. Council funds could potentially support this as these funds are going back into the school community (if our school signs up for this program if needed in the future).
    - We may also want to provide additional support for students that cannot return when schools open (i.e. if immunocompromised, etc.)
    - **ACTION ITEM, Gena: Include on the agenda for the next meeting.**

Council Reports - Jenny

- Principal's Profile and Council report need to be submitted by the first week of June. (There timelines may shift a bit based on the current situation).

Grade Eight Graduation - Jenny

- See Principal's report.
  Mr. Sendrea will send out an e-mail to affected students/parents and the graduation committee and will copy the CPS Council e-mail account.

ADJOURNMENT

Motioned by:
1st: Colleen
2nd: Steph.