Conestogo Public School – Council Minutes: Thursday, May 14, 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
School Renovations	Water bottle filling station replacement/repair	Mr. Sendrea
Mad Science	Follow up regarding refunds	Mr. Sendrea
Fun Fair and Craft Show	Develop a proposal for alternate plans for these events	Subcommittee, Jenny, Shawna
Community Support/Response to COVID	Post the school art project to the Parent Council section of the CPS website	Mr. Sendrea
Garden Renewal	Follow up on source of mulch for the garden.	Steph, Katie, Christine
Agenda for June	Follow up on Fun Fair and Craft Show with the Subcommittee	Gena

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	P	
Co-Chair	**Rebecca Hallman**	N	P	N		P	N	P	P	P	
Treasurer	**Karen Hofbauer**	P	P	N		P	P	P	P	P	
Communications	Deb Jones	N	N	N		N	N	N	N	N	
Secretary	**Gena Braun**	P	P	P		P	N	P	P	P	
Principal	Michael Sendrea	P	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	Carolee Fox	
Community	n/a	N	N	N		N	N	N	N	N	
WRAPSC	**Jessica Gordon**	N	P	P		P	N	P	P	P	
Parent Members & Volunteers	**Stephanie Forte**	P	N	P		N	P	P	P	P	
	Colleen Heinrichs	P	N	P		P	N	P	P	N	
	Gloria Ramage	N	P	P		N	P	N	N	N	
	Christine Sanchez	P	N	N		N	P	N	N	P	
	Amy Hertz	P	N	N		N	N	N	N	N	
	Sandra Clank	P	N	N		N	N	P	P	N	
	Ian Howlett	P	P	P		N	P	N	N	N	
	Kristen Kent	P	N	N		N	N	N	N	N	
	Katie Misener	P	N	N		N	N	N	N	P	
	Marsha Ferguson	P	N	P		N	N	N	N	P	
	Agnes Lehtonen	P	N	P		P	N	N	N	P	
	Katherine Sunday	N	N	N		N	N	N	N	N	
	Shawna Gingrich	N	P	P		N	P	N	N	N	
	Karen Forsyth	P	P	P		N	P	P	P	P	
	Erin Schmidt	P	P	P		P	N	P	N	P	
	Mel Thompson	N	N	N		N	N	N	N	N	
	Laura Bredahl	N	N	N		N	N	N	N	N	
	Jenn Metzloff	P	P	P		N	P	P	N	N	
	Amy McDowell	N	N	N		N	N	N	N	N	
	Julianna Oitment	P	P	P		P	N	P	P	P	

Agenda – Review & Approval

Adjustments to Agenda:

- None

Agenda approval with changes motioned by:
1st: Steph
2nd: Agnes

Minutes, April – Review & Approval

Adjustments to Minutes:

- None

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

PRESENTATIONS

Teacher's Report – N/A

- No teachers report this month due to COVID-19 measures.
- Mrs. Fox was present at the meeting to provide information from the staff or answer questions.

Principal's Report – Mr. Sendrea

- COVID Update:
  - Schools continue to be closed until June 2, and that may be extended.
  - Distance learning: Google classroom and SeeSaw are being used, and parents and students are invited (not expected) to complete approximately 1 hour of work for the primary and intermediate students, or 2 hours in grade 7-8, per day.
  - Teachers appreciate parent support for helping the children complete the work, and parents should always feel comfortable reaching out to teachers for extra help. The EAs are providing additional support.
  - Teachers are planning to do report cards, but there are no further details at this time as to how that will look. All assessments are based on the school time before the COVID closure only. Teachers are providing feedback for work being completed now, but it will not factor into report card grades.
- Staffing:
  - Enrollment and staffing:
    - Student enrollment determines staffing, and will continue to be updated as new students enroll.
    - We are currently projected to go from 12 to 10 classes in total. It is not one class/teacher, so the loss of two classes does not equal the loss of two positions (in addition, not all teachers work full time).
    - The Collective Agreement with the Union determines how the teaching positions are determined, and this is applied consistently with no exceptions (unless a Grievance is filed with the Union).
    - Several teachers will be moving due to "enrollment transfer" to be employed elsewhere in the board, where enrollments are increasing.
    - All processes are being followed and have been approved by HR and the Union.
    - Teachers may be recalled if there is a voluntary transfer.
  - We have several LTO's to be filled next year as well.
  - Overall, there will be a significant change in staffing at CPS next fall.
  - Mr. Sendrea has made every effort within his role to mitigate changes if possible.
  - The process that is being followed is based on current class sizes: IF this changes in the fall due to COVID and smaller classes are needed, the Board will follow the regular protocol of rehiring/redistributing teachers as needed.
- Graduation:
  - No graduation ceremonies this spring as per the Board directive.
  - Mr. Sendrea is meeting with intermediate teachers to try to determine how to recognize the graduates and regarding any graduation awards.
- Renovation:

  - To begin soon: The office will be reconfigured, Room 4 will be reconfigured, the roof will be fixed, some air-conditioning installed, flooring in the gym repaired, and a water bottle filling station will be installed. This is scheduled to be done by the end of the summer.
    - Note: the old school roof will be part of the repair.
    - **ACTION ITEM: Mr. Sendrea will confirm if this is a new water bottle station or a replacement for the current one in the main hall.**
  - Students may need to visit the school to remove any remaining belongings – a process will be determined for this if needed.
- Mad Science: **ACTION ITEM: Mr. Sendrea has contacted them and will follow up.**
- Summer school: There has been no discussion at the Board regarding school extending into the summer.

STANDING AGENDA ITEMS

WRAPSC Report – Jessica

- There was a virtual meeting last week, and questions were sent in in advance, including the following:
  - There is a strong focus on equity for technology access and providing non-tech options as well (this is occurring at Conestogo for some families). There are still Chromebooks available from the Board if needed. The Board is working with SMART Waterloo Region to ensure WIFI access for all students. Parents are encouraged to reach out if they need any additional support and every effort is being made to meet these needs.
  - Teachers are focusing on "most important" skills because there is a realization that distance learning cannot replace in-class instruction.
  - Students are allowed to keep the technology through the summer, assuming the students are not back in school in June. This is also in preparation for the possibility of distance learning continuing into the fall.
  - Teachers are now allowed to do video conferencing.
  - Parents are strongly encouraged to provide feedback to the teachers so they and the Board can fully understand the successes and challenges of this system.
  - Students will IEPs will receive extra contact from the teachers and other educators to provide sufficient support.

Treasurer's Report – Karen

- There is limited activity on the accounts at this time.
- The Mabel's Labels cheque has been reissued and given to Mrs. Bauer.

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

- The committee is not meeting due to COVID.

COMMITTEES & EVENTS – STATUS REPORTS

Craft Show– Jenny (for Shawna)

- We have 42 vendors signed up and paid. Current revenue is $1785.
- If we are not able to host the craft show, we need to determine a firm cancellation date. Signs, etc. need to be ordered and vendors given reasonable notice.
- **ACTION ITEM, Gena: Put on the agenda for the June meeting:**
  - Determine a cancellation date or alternate plans for Fun Fair and Craft Show. May need to choose between one or the other, or possibly combine these events (craft show with games, for example).
    - Can we move the Fun Fair date back or even run it in the spring?
    - We can finalize plans for the Craft show in September. **ACTION ITEM: Jenny to Ask Shawna for feedback.**

        - There is a good chance we will have significantly fewer donations as well for the Fun Fair silent auction.
        - "Meet the Teacher" could still be held in the fall as a much smaller event.
    - Note: That we have not spent our usual funds this year, so we could push the Fun Fair back if needed.
    - **ACTION ITEM: Sub-committee to meet and develop a proposal for the Fun Fair and Craft Show:**
        - Erin, Jenny, Marsha, Agnes, Colleen, Steph, Karen H, Rebecca

Community Support/Response to COVID – Jenny and Colleen

- Amazing response from the community to the art project put together by Colleen, Karen H, Steph, Mr. Sendrea, the teachers and the students.
- This was sent to parents via School Day and Twitter. **ACTION ITEM: Mr. Sendrea will post to the school website under Parent Council.**
- Still working on other ideas (bus patrols reaching out to other students, etc.).

CPS Garden Renewal Proposal – Gena/Christin/Katie

- This garden project has been undertaken as a gift to the school and a demonstration to the students of a way to care for our community.
- Proposal was attached to the agenda. Summary as follows: There are some long-term gardens at the front of the school that were fairly overgrown and some of the plants appeared unhealthy.
- Considerations going forward:
    - Some utility lines may be impacted by the renovations, so we should postpone any additional significant gardening until those details are determined.
        - Karen H has some services drawings that may provide some information.
    - There are some memorial plants that have been put in over the years, and these should not be disturbed.
    - Mrs. Fox led an Earth Day event and put in tulip bulbs many years ago – maybe a school initiative like this could contribute to the renewal project (like daffodils and/or rain barrels)
    - Mulch:
        - Every year, "David Wright" donates mulch for the Fun Fair, we could get the
            - **ACTION ITEM: Steph will contact him and Katie will follow up with the mulch details.**
        - Conestoga Contracting owner is a CPS alumna and may be willing to donate mulch as well (or edging).
    - Railway Ties:
        - Will need to be replaced, but not included in the current budget (Karen H can pull those out when the time comes).
- Budget follow up: We have a line item for gardens/planters ($200) and these items are often donated, so that line item could be applied to this project.
- Motion, Colleen: Approve spending on current proposal based in line items that will not be spent this year due to COVID.
    - Seconded: Agnes
    - **Motion PASSED**
- Subcommittee will confer with the administration/teachers before making significant changes: Christine, Katie.

- Mr. Sendrea will communicate this plan to the staff at the school for their input (especially Mrs. Bauer, who has put significant time and effort into the garden in the past).
- Proposal to be submitted annually in March as needed for upkeep and new plants, (then to be considered in June for the next budget). There will not always be a cost involved, but this will promote good communication.

ADJOURNMENT

Motioned by:
1st: Julie
2nd: Marsha