



Conestogo Public School – Council Minutes: Thursday, November 19, 2020

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UPCOMING COUNCIL EVENTS

2019-20 Event Dates:

- Next Council Meeting: TBD
- Proposed Council Meeting dates for 2020-2021 (the third Thursday of each month with some dates adjusted for events and holidays):
 - Thursday, Nov 19, 2019
 - Thursday, Dec 17, 2019
 - Thursday, Jan 21, 2020
 - Thursday, Feb 18, 2020
 - Thursday, Mar 26, 2020 (March Break: Mar 15-19, 2021)
 - Thursday, Apr 15, 2020
 - Thursday, May 20, 2020
 - Thursday, Jun 10, 2020



ACTION ITEM SUMMARY

Initiative/Project	Action Item	Person Responsible
Covid Prevention	Discuss with the board if HVAC systems are being assessed for any active Covid monitoring	Mr. Sendrea
Fundraising	Follow up with the teachers to see if there are any items that are needed from a fundraising standpoint	Mr. Sendrea



WELCOME & GENERAL BUSINESS Attendance

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

Role	2020-2021	Nov 19							
Co-Chair	Jenny Benham	P							
Co-Chair	Rebecca Hallman	P							
Treasurer	Karen Hofbauer	P							
Communications									
Secretary	Gena Braun	P							
Principal	Michael Sendrea	P							
Teacher Reps	Carolee Fox	P							
Community	n/a								
WRAPSC	Jessica Gordon	P							
Parent Members & Volunteers	Stephanie Forte	P							
	Colleen Heinrichs	P							
	Christine Sanchez	P							
	Ian Howlett	P							
	Katie Misener	P							
	Marsha Ferguson	N							
	Agnes Lehtonen	P							
	Shawna Gingrich	N							
	Karen Forsyth	P							
	Erin Schmidt	N							
	Jenn Metzloff	N							
	Julianna Oitment	P							
	Sandra Clark	P							
Natalie Edery	P								



Council Elections

- Rebecca Hallman as **Co-Chair** with Colleen Heinrichs as **Co-Chair**
- Gena Braun and Ian Howlett as **Co-Secretary**
- Jenny Benham as **Communications Manager**
- Karen Hofbauer as **Treasurer**
- Jessica Gordon as **WRAPSC Representative** (not present and will confirm position at a later time)
- **General Members**
 - Erin Schmidt
 - Agnes Lehtonen
 - Christine Sanchez
 - Karen Forsyth
 - Katie Misener
 - Steph Forte
- **Volunteer Members**
 - Sandra Clark
 - Julianna Oitment
- Striving for diversity and inclusion for the Council
- Parents and Volunteers are still able to join throughout the year

Agenda – Review & Approval

Adjustments to Agenda:

- None

Agenda approval with changes motioned by:

1st: Rebecca Hallman

2nd: Stephanie Forte

Minutes, June – Review & Approval

Adjustments to Minutes:

- None

Minutes approval with changes motioned by:

1st: Jenny Benham

2nd: Colleen Heinrichs



Conestogo Public School Council



Council Meeting Dates for 2020-2021

- May want to consider a different day of the week or time?
- May also want to decrease frequency this year (minimum of 4 required)?
- Proposed Council Meeting dates for 2020-2021 (the third Thursday of each month with some dates adjusted for events and holidays):
 - Thursday, Nov 19, 2019
 - Thursday, Dec 17, 2019
 - Thursday, Jan 21, 2020
 - Thursday, Feb 18, 2020
 - Thursday, Mar 26, 2020 (March Break: Mar 15-19, 2021)
 - Thursday, Apr 15, 2020
 - Thursday, May 20, 2020
 - Thursday, Jun 10, 2020
- Survey to be sent out to gather preferred day and time to have meetings
 - Due date will be Monday November 23rd
 - Schedule will be sent out following the next meeting
- Next meeting will be the week of December 7th (either December 8th or 10th depending on the survey results)

PRESENTATIONS

Teacher's Report – Mrs. Fox

- Teachers are doing well
- The staff are confident that protocols are being followed
- Kids are doing very well being back at school
- Communication can be more difficult because everyone cannot be together
- Report cards are going home
- Students are able to get assistance when they need it
- Question from Jenny Benham:
 - What do you think the culture is like in the school and how is the mental health of the students?
 - The demeanour of the students is very good
 - Teachers are looking hard for any issues
 - Generally finding the kids are happy from her observations
- 22 Students are online / 201 in person



Principal's Report – Mr. Sendrea

- School using trauma-informed instructional practices
 - Being away from school for 6 months is traumatic and approaching with that in mind
- Impact of virtual learning has been significantly less at CPS compared to other schools
- One teacher (Mrs. Bauman) impacted by switching to virtual learning
- Added Ms. Jeffray for Grade 2
- Reopening plan was sent out in August
- Children are only congregating with students in their own class
 - Grade 8s are the only exception, able to co-mingle at break times
- Lots of changes for students
 - Increased hand hygiene
 - Directional Arrows in the hallways
 - Masks for students
 - Masks are not required but encouraged
 - Referring to by-laws for masks with younger students
 - Masks for staff are required and provided
- Children are responding to the new structures positively
- Parents are not permitted in the school
- Renovations at the school were completed the week before school started
 - New office (with actual furniture)
 - New Room 4
 - New Gym Floor
 - Roof is repaired
 - A few lingering oil stains left on the sidewalk that need to be addressed
- New Bottle Filling station to replace old one and added new one
- Report cards going home tomorrow
- No formal interview structure
 - Parents are able to request interview at any time of the year
 - Teachers may reach out to parents if they would like to request an interview
- Interviews are not in-person, remote or over the phone



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- No school trips this year
- No extracurriculars to discourage commingling
- Pick-up and drop-off always at the front door and parents have been very good with that
- We were noticing a lot of traffic with parents picking up and dropping off in the parking lot
 - This is more of an issue because students are using all doors, including the door near the parking lot
 - Communication has been sent out and suggestions have been made for other places to do pick-up and drop-off
 - Message to parents is no use of the parking lot during school hours
- Question from Council:
 - *Has there been any updates or retrofits to the air circulation systems?*
 - Installed fans in Room 3 because there is no A/C
 - Audits have been done to the school for air quality
 - Plans to install fans in Room 6
 - Fans cannot be turned on due to Covid
 - Air purifiers have been issued to the school
 - Room 1, 2 and 4 and the office area have had A/C added
 - *Has there been any action to add HEPA Filters or anything regarding air filtration?*
 - The facilities department and custodial staff are changing filters regularly
 - Windows have been opened in rooms, unless it is uncomfortable to the staff/students
 - Board is monitoring air quality via sensors
 - *Does the Board do any Covid monitoring of the HVAC system?*
 - **Mr. Sendrea** to ask if this is something being assessed
- School climate committee
 - A group focused on the mental health and well-being of the student population
 - Mr. Sendrea, Mrs. Fox and Mr. Budafalvi
 - Spirit Days being considering
 - Learning buddies virtually
 - Reading buddies and stories
- Christmas and holiday celebrations will be different this year
- Setting up opportunities to direct their giving
- Secret Santas and other gifts this year will not be possible



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- School does have plans for a holiday celebration with the students involved but it will not be a concert
 - May be similar to what was done for Remembrance Day
 - Students will put together presentation as a class and will be put together
- Mr. Budafalvi is replacing Miss Keys
- Diane Silveri is replacing Mrs. McMillan
- Miss Robb working in the Kindergarten class
- Kyla Jeffray as an LTO
- EA Wendy Woodhall working with intermediate students
- Sarah Barber new special education teacher
- Lockers will be moved for Grade 7/8
 - More information coming next week
- We had a financial audit and everything looks good

STANDING AGENDA ITEMS

WRAPSC Report – Jessica

- Last meeting was a breakout room discussing various topics around elementary, middle school, high school and distance education
- A lot of concerns at the WRAPSC are not as big of issues of CPS
 - Issues around lack of outdoor spaces for students
 - Concerns around mixing of cohorts
 - Concerns around not leaving classrooms for the entire day
- Distance learning being board wide
- Guidance for Councils including what is allowed and not allowed in terms of fundraising and more
- Jessica has joined to WRAPSC Steering Committee and is seeking topics to discuss

Treasurer's Report – Karen

- No detailed report for this month, most details are in place from June
- Left off the end of the previous year with a solid balance and in good standing
- Basis for the future Fun Fair is still there
- Our biggest fundraisers are the Fun Fair, Craft Show and School Lunches which are all impacted by Covid



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- Dreambox is still going to be happening, cost to be around \$2000
- Question from Council:
 - *Will any Chromebooks need to be replaced and do we need to budget for it?*
 - No, we are well poised for Chromebooks
 - A large batch of 50 Chromebooks were sent to the school from the Board
 - Currently a surplus of Chromebooks
- Question from Council:
 - *Is there a format for virtual fundraisers (speakers, etc.) or committee opportunities?*
 - We already have a relationship with a cyber security expert, could be leveraged
- Question from Council:
 - *Is the cost of Caribou Math included in the budget?*
 - This is covered by the parents
- The planners were paid for by the school, but the company that provided them last year gave the school a refund due to several problems with the orders and the school would like to use those funds for the planners purchased this year, rather than giving the refund money back to Council. This will be discussed by the Executive when drafting the proposed budget for this year.
- Budget needs to be set before next meeting so it can be voted on
- We have been keeping above \$5000 to save for a playground but those funds can be reallocated if needed

Safe, Caring, Inclusive, and Healthy Schools Committee – Mr. Sendrea

- Every school is to have an SCIHS Committee
- Steph Forte was the parent representative from last year
- Team met once or twice due to labour and Covid issues from previous school year
- Mr. Budafalvi and Wendy Woodhall to join
- Steph Forte and Katie M have expressed interest in joining as parents
- Student member still required
- SCIS teams require at least 1 (but not limited to) parent, administrator, teacher, non-teaching staff member, community member and student
- Would potentially be a good opportunity for a Grade 7/8 student

COMMITTEES & EVENTS – STATUS REPORTS



Fundraising Update – Gena, Rebecca

- **Flippgive (Gena):**
 - We should get back on FlipGive so as not to miss the opportunity
 - Flyers cannot be used
 - Should send out a short blurb on what we want to be fundraising for
- **Online Auction (Rebecca):**
 - *What are kids allowed to do at recess/lunch time? Can this influence our fundraising*
 - Soccer is a big hit with the kids
 - **Mr. Sendrea** to follow up with the team (Mr. Robertson) on what items would be good to provide for the students
 - *Is there another source of technology we require in the school?*
 - Projectors are required more, lightbulbs need to be replaced
 - Cables are also required more for projectors
 - Karen Forsyth has experience with an online auction
 - Used 32auctions.com as a tool for doing this
 - Mr. Sendrea would want to ensure instructions for proper handling of items would be included for Covid precautions
 - We can reference the ministry precautions
 - *Have there been any families in need identified this year?*
 - No one family has been identified
 - Will continue to keep an eye open
 - Federal government provided white boards and other items
 - Council should consider reaching out to the teachers to ask what materials would be required/desired for their classroom
 - **Mr. Sendrea** to reach out to staff to understand if there are items of need that requires fundraising
 - **Council has approved an online auction via vote**
- **Poinsettias:**
 -

ADJOURNMENT

Motioned by: Rebecca

2nd: Jenny