

Duke SAC Meeting #6 - Minutes

Tuesday September 29, 2020, 6pm

Via Zoom

Attendance:

Duke of Connaught: Carol Shea (principal), Carl Gambacort (Vice-Principal), Lois Concannon (Vice-Principal)

SAC: Michelle Arbuckle (co-chair), Melanie Tapson (co-chair), Aron McGrath (Fundraising), Susan Munn (Treasurer), Stacey Iseman (Parent rep), Jill Hollingsworth (Ward rep), Laurie Barnett (Parent Rep)

Absent: Nessa Cymbalisty, Francisco Laguan, Lanrick Bennet, Jr.

1. Welcome, Land Acknowledgment

2. Election

Of the attendees, no one responded when asked (by Angie Law, the Election Committee Chair) if they wanted to self-nominate for a role on the SAC Executive, so the nomination process was closed by the chair.

Angie noted that two people had submitted for the role of Treasurer and while not written in the by-laws, there is precedent for co-Treasurers. She asked if there were any objections to co-Treasurers and none were noted.

The SAC Executive was then acclaimed into their roles. They are as follows:

- a. Chair: Aron McGrath
- b. Vice-Chair, Fundraising: vacant
- c. Secretary: Lisa Lebeer
- d. Secretary: Catherine Miller-Mort
- e. Treasurer: Jeffrey Hackett
- f. Treasurer: Susan Munn
- g. Parent Representative: Laurie Barnett
- h. Parent Representative: Ashley Hayes
- i. Parent Representative: Miranda Indrigo
- j. Parent Representative: Kim Robinson
- k. Ward Representative: Sara Ehrhardt
- l. Ward Representative: Jill Hollingsworth

Angie then noted that the Vice-Chair, Fundraising role is vacant and it will be up to the new Executive to determine how and whether they wish to fill the role, especially given that there are now two treasurers.

Angie declared the election process over, thanked the previous Executive for their work and welcomed the new one

3. Other Business To Add

- a. Grade 8 vaccines

4. Previous business, Approval of minutes

- a. Laurie Barnett, Ashley Hayes

5. Duke Cares

- a. Stacey Iseman reports we have helped lots of families this summer
- b. Stacey is leaving the board so Sue has agreed to take over Duke Cares as she is in the role of co-treasurer
- c. Continue to work with VP Robb to disseminate funds to families as needed

6. Budget

- a. Balance of \$38,600 in the bank
- b. Some approved expenses from last year that still need to be managed
- c. Next meeting there will be a lot more information to come once information about how this year rolls out comes in, how spending will happen has yet to be determined
- d. Funding requests coming from teachers: new SAC will discuss at the next meeting
- e. So far nobody has reached out to Sue re: funding, will send out a communication that says “stay tuned” and once we figure out how to move forward, we will
- f. No communications have been sent out to teachers so far

7. Principals’ Reports

- a. Carol:
 - i. Lois Concannon is here in place of Robb Walters (who is on leave)
 - ii. Thanks to outgoing SAC, looking forward to working with new exec
 - iii. WRT entry: there are 2 entry doors in the Duke building and 3 In the Woodfield building; entry times are much more efficient (avg of 12 minutes)
 - iv. The majority of classes in the Woodfield building are on floors 1 & 2, only the classes who need door 8 are using it for entry; the stairs at door 10 are the only ones that go to third floor; door 12 has been temporarily opened but is the least secure in the building, that one is road access (from Woodfield) - all internal doors can be locked in case of lockdown

- v. Screening at entry is still critical, working on all the kinks (web app, QR codes, paper copy) and working through the process, screening stations working really well
- vi. 2 S&As, admin, and EAs are doing screening (down to 1 person to screening table but everyone is more used to it so now we can have all 5 doors open)
- vii. Don't have the staffing to open more doors, we are at max cap
- viii. Lunch protocols: now 2x55 min lunches, classes partnered in cohorts for recess (pairs) to keep interactions under 50/day; recess is scheduled and schools cycle through yard zones to have different experiences; 2 cohort-ed lunch hours (A + ½ of B, then ½ of B and C); kids are doing well with masks on and off, lots of prompts and reminders, lots of space to spread out and stay safe
- ix. Lunch leaving property: now anticipated that more grade 7 and 8 students will want to leave the property; originally students were not allowed to leave the property unless they had really personalized issues, then they needed to be rescreened, then info changed so they didn't require a second screening, so now students who leave must come back at the end of the lunch period, join the back of their classroom line and not mix with other students until they've had sanitizer; a number of parents have provided written permission for students to leave, contact tracing does have to happen even in the community so please know where your kids are going in case TPH needs the info
- x. Forms: you used to get all the forms (media release, walking excursion forms, etc) used to come at the beginning of the year, have been looking into Ashbridge Estate and J Ashbridge Park, city gave blanket access permissions to schools to be there so it's not just our students there; having students in community without masks is a concern
- xi. Lunch locations: Woodfield gym is still under construction finishing summer A/C install project which means we can't use it right now; lunch has school yard divided into 7 zones, ~380 kids, 5 lunchroom supervisors at first and now 7 - each hired for a max of 75 mins, difficult to keep staffed especially if people report sick/absent; this is an issue, so we really need to maintain small cohorts of students
- xii. Staffing update: sent out in Little Dash of Duke, still trying to fill some positions; lost 5 staff (inc full time library teaching position; only one of 8 FT teacher librarians in TDSB elementary), every teacher is scheduled to the minute; they hired an LTO between two schools but we couldn't align schedules so he stayed at another school and we try to fill that .5 every day; primary French job will need someone new; French allocation is being recalculated based on targets (no longer "caps", given student shuffle between in person and virtual); virtual school will take one French teacher but we already have an opening coming up, Carol will ask to fill from within

- before taking to central and hoping we don't have to collapse some of our French program if we lose teachers to central staffing needs
- xiii. School library: library is closed because we lost our librarian, no open borrowing of books, working on this with staff (e.g., borrowing bins, etc); enhanced surface area that is high touch means it's hard to clean safely so the space is closed
 - xiv. Michelle: librarians are hesitant to let others in to degrade collection (e.g. putting books in bins makes it hard to get them back), important to let boards know we can't just replace a librarian by making bins
 - xv. Carol: Amber Austen (teacher) will work to help teachers sign out books under a teacher's name even though she also has a gr % homeroom
 - xvi. Parent Q: will books signed out to individual teachers be for in-school use only or will the children be able to take books home: A: not going home yet, we haven't worked this out
 - xvii. Parent Q: are we giving out cloth masks? A: kids can wear cloth masks they bring from home, we give out level 1 and 2 masks that parents and staff must wear at all times in the building, any student who needs a mask gets one from admin if they need one, we have lots in supply
 - xviii. Parent Q: is classroom lunch part of instructional time, and if so how long, and what are policies around those who stay in classroom for lunch? A: lunch is part of the instructional day mandated by board, length of time spent and what is done during is up to the discretion of the teacher; (i.e. review concepts/show educational programming). The board mandates that students must be supervised by teacher, in assigned seating, no shared food, max distance between students at all time, cleaning happens after students leave classroom
 - xix. Parent Q: are teachers eating in classroom as well? A: no, after looking at bus realignment, routes are connected to so many other schools we had to maintain start and end times, because of collective agreement, we've gone to 2 cohorts so teachers can have an uninterrupted lunch at 40mins
 - xx. Parent Q: can we send individually wrapped treats for birthdays/Halloween? A: not sure, but we are starting our snack program that will be individually wrapped, it will be a school decision and we haven't decided yet, it's a safe no for now and Carol will follow up with Marc Sprack superintendent
 - xxi. Parent Q: why is there not more encouragement for students to leave property to go home for lunch given supervision issues? A: originally it was to reduce exposure in community and needing to rescreen on reentry, so it made more sense to keep community contained as much as possible
 - xxii. Parent Q: are we pushing kids to get outside for gym, can we get them outside for gym so they don't have to wear masks for gym? A: they do have to wear masks indoors at all times, period 1, 2, 8, and 9 would be; the only times otherwise outdoors is being used for recess and lunch; as soon

as excursion forms are in, teachers can sign up for outdoor spaces off property with admin

- xxiii. Parent Q: how many students are sent home with symptoms? This information has not been tracked; now students can go to a family doctor and get a note as well as testing
- xxiv. Parent Q: how many new teachers this year? A: 1 in gifted, 2 in English, 3 in French immersion and 2.5 LTOs.
- xxv. In chat: Lois confirmed Superintendent of Education indicated we cannot make our own forms, still waiting for those forms to come down
- xxvi. Parent Q: is it SK FI losing a teacher? A: waiting to hear how they're going to meet targets, anticipating two spots where this may happen, we are fortunate that with so many programs, even with low numbers, they can't squeeze too much (e.g., you can't collapse a 1 and a 3 together)
- xxvii. Parent Q: will school be able to handle influx of in-person requests as people change? A: intermediate is getting tight but there's a little room everywhere
- xxviii. Parent Q: where can students fill water bottle? A: we have one in Woodfield, they have asked for one in each building, kids can use fountains for refilling water bottles just not for drinking with their mouths near the spout of the fountain
- xxix. Michelle: are all fountains working? A: if there is low-flow for water bottles, they have been turned off as per Carol's request to make sure students don't try to drink from them, (believe only one has been turned off due to low-flow); there are no fountains on the 3rd floor of Woodfield but the water bottle station is in that building on the second floor
- xxx. Parent Q: if students missed HPV vaccine last year, what do they do? A: we've been assigned with a TPH nurse and Carol is meeting them this week, has offered a Zoom call for SAC to answer parent Qs
- xxxi. Chat Q: can we do flu clinic? A: no - per communication from TDSB
- xxxii. Parent Q: are you aware of virtual learners from Duke who have had devices/teachers? A: no, once a student is in virtual it's the virtual school that has their Trillium data, virtual learning questions go through principal at virtual school (see email Jennifer Story sent out)
- xxxiii. Parent Q: have we had many requests for devices? A: ~15 requested, all sent out; Jill clarified families who got devices in the spring weren't recalled; all requests for devices go through admin at Duke
- xxxiv. Parent Q: supply teachers, are they going to different schools or just at one school? A: various schools
- xxxv. Parent Q: should students bring sanitizer? A: 8 classrooms don't have sinks, but every room has sanitizer as well as soap and paper towels for classrooms that have sinks; it must be alcohol based; if you have allergies to products in the school tell admin

- xxxvi. Parent Q: how will lost & found work? A: keeping items for a week, can't accumulate things, that space is our health room, will leave it to the next SAC to come up with a creative solution to photograph/post in NTR/staff a volunteer table or something else.
- xxxvii. Update: 2 students wanting to come back in person, 14 who want to go virtual at the switch (as of end of day today, deadline is tomorrow)

ACTION ITEM: keep pressure on board to get librarian back

ACTION ITEM: reach out to Superintendent re: excursion forms

ACTION ITEM: find a creative way to handle weekly Lost & Found items

8. Ward Report (Jill)

- a. Sign up for Jennifer Story's newsletter by emailing jennifer.story@tdsb.on.ca or fill out <https://signup.e2ma.net/signup/1787556/1752440/?v=a>
- b. Director search for TDSB is ongoing, will be done in November
- c. IF you want to come back in-person, there is a form on the TDSB website; if you are an in-person learner and you wish to switch to virtual, the DEADLINE IS TOMORROW at 4PM, contact home school to make the switch, becomes effective October 13, next deadline is November 6 effective November 23, then deadline January 29 effective February 16
- d. If you're looking into high schools for next year (gr 7/8 parents), anyone considering IB except for fees, there will be no fees involved with IB
- e. Meetings are all publicly posted
- f. We are Learning Centre 4 for Virtual

ACTION ITEM: include sign up link for Jennifer Story's newsletter in the NTR

Meeting adjourned: 7:30