

# Duke SC September 27, 2021

## Meeting Minutes

Monday Sep 27, 2021, 6:30pm  
Via Zoom

### **Attendance:**

**Duke of Connaught:** Carol Shea (Principal), Ray McIntyre (Teacher Rep), Lizz Landry (Vice-Principal), Caitlin Newnhan-Kanas (Vice-Principal), Maria Oliveira (Teacher Rep)

**SAC:** Catherine Miller-Mort (Interim Chair), Jill Hollingsworth (Ward rep), Lisa Lebeer (Secretary), Miranda Indrigo (Parent Rep), Laurie Barnett (Parent Rep), Jeff Hackett (co-Treasurer), Susan Munn (co-Treasurer), Kim Robinson (Parent Rep)

Meeting has Quorum and is therefore an Official Meeting.

### **Other Attendees:**

Angie Law, Veronica Bulger, Talia Mohns, Sharon Lucrow, James Cooper, Melissa McGuire, Lisa Wu, Michael Donaldson, Liz Hoang, Sara Tropea, Richard Armstrong, Bev Grondin, Jen Pendergast, Marie Snider, Anjie Davis, Dana Patterson, Julie Forrest, MJ Starr, Tessa Bulham, Kristine Browne, Andrea Cuccaro, Catherine Jackman, Laura Byers, Vanessa Sehmrau, Megan Price, Stephanie Nickel-Woodgreen, Corne-Louise Pothier, Zoe Webster. Laura McNeil, Esther Perez, Chantel Shears, Gillian Kufsky, Jayanth Angl, Ellen Wong, Ellie Arscott, Daniela Fermo, Martina & Edmund, Andrew Macfellan, Suhasini

### **Welcome, Land Acknowledgment** - Catherine Miller-Mort

- 1. Approval of May and June minutes 2021** - Moved by Kim Robinson; Seconded by Miranda Indrigo
- 2. Bylaws Discussion** - Jill Hollingsworth  
Council began the process of reviewing the Bylaws last school year. Review included attending a session by TDSB on Bylaws (February 2021), discussion of direction of school/community and how bylaws can help achieve that. In June the proposed bylaws were shared with Council and all families for review and input, and on June 28, 2021 a dedicated Council meeting to the Bylaws was held. Bylaw review is required approx every 5 years.

TDSB Parent Engagement (PE) is getting serious about schools that don't have bylaws or have processes in their bylaws that are incorrect. In December of this year PE will mandate a template of bylaws for schools that are not in compliance. Duke Council does have bylaws but our election process required an update to be compliant with Reg 612 (Education Act re: School Councils). Key highlights of the updated bylaws: Purpose, Election, Mandated Committees, and Language Update. (Bylaws are posted on the Council website: [dukesac.ca / Council Info](http://dukesac.ca/CouncilInfo))

*Language:* Officer replaces Executive (Officers are Chair, Treasurer, Communication Leads), whole group of parents on council are Parent Members, dropped Advisory from the title - now just School Council (SC).

*Committees* - mandated new committees to increase inclusion, provide opportunities for participation. Very excited and ready to get to work, to focus on being an anti-racist school and combat discrimination. **Key NEW committee: Dismantling Inequities**

*Election:* community votes for a group of Parent Members (max 12), not for individual positions (e.g. Chair). Council Parent Members then elect the Officers (Chair, Treasurer, Communications Lead) and the rest of the positions are filled by consensus.

Follow up from June Bylaw Meeting:

- Advisory has been dropped from the title/document, now called School Council
- Code of Ethics - has been reviewed and compared to Code of Conduct Parents sign for the school, that document doesn't cover the same things as in the Code of Ethics. Therefore, the suggested template will remain in the document, in the Appendix (which is not a bylaw) - it is suggested that Council each year review and decide Code of Conduct they would like to adopt.
- Vacancy language - has been reviewed, Regs allow for appointment (or election), we are adopting appointment, more efficient, trying to make jobs on Council more streamlined and manageable time-wise. Election for a vacancy would create a lot of extra work. Parent members are voted in in September and can be responsible for filling vacancies via appointment (vacancies are advertised prior to appointment).

QUESTIONS - Angie Law

Q: Having a vote by the general public on the budget at a meeting prior to submitting to the Principal is not compliant with Reg 612. General Parents can only vote in the election. Only voting members of council can vote thereafter.

A: This vote is intended as Public Consultation & Parent Engagement (it is a non-binding vote unlike the Election). Reg 612 doesn't preclude Council from garnering input via a vote type mechanism.

Q: Bylaws seem to only allow for voting by Council at the General Meetings - what about voting by "Executive/Principal" at their "Executive meetings" between General Meetings. Why isn't that included?

A: All votes are to be held at the General Meeting in public, not supposed to vote at any other meeting - Council can have "in-between" meetings but those are deemed "reunions".

Q: Filling Vacancies on Council, why appoint? Why not have an election? (discussed at the June meeting also). What about a scenario where some members convince others to resign and then those remaining appoint their buddies? (and then do something like many years ago, cutting cheques to each other, as an example).

A/Discussion: Opted for appointment over election because it is more efficient and timely. Sometimes meetings are 2 months apart, so it is hard to do votes in a timely fashion, may have to call extra meetings to facilitate the process, elections are more work. Being mindful and aware of workload of council and need to streamline where possible (Regs allows for appointment). However, if the concern is that members of Council can "stack" the deck, this can happen whether there is an election or appointment for a vacancy (can have friends attend to vote in their choice) - there is no way to legislate via bylaws for every scenario, the bylaws are a framework. If people have certain intentions they find workarounds to make it happen. Appointments are more timely and efficient, and again, Council work needs to be streamlined and manageable (in terms of time and workload) in order to facilitate greater inclusion of the community.

Follow up Q: can't we have some kind of process, where anyone appointed can be challenged at the next General Meeting?

A: any vacant position that Council intends to fill, will be advertised. Via communications can indicate those who are interested in being appointed. Anyone can submit their objections at that time. Need to have some trust in the Council Members elected in September/October - not going to operate in the dark, going to be transparent. Also, the Principal is aware of decisions and is a member of the Council (non-voting). So there is some oversight of Parent Members.

Q: Why not have elections for all positions within the council? Why only for Officers? What if there isn't consensus among the rest of Council? Why not include a vote mechanism for other positions?

A/Discussion: First task of any new council is to organize themselves and decide positions. Officers are elected, then the remaining positions are decided by consensus - think we have to assume some hope & positivity that the new members can handle this task. (Council not precluded by the bylaws from having a straw poll or hand vote if needed/wanted). Members shouldn't be worried about what titles they have, but rather how they are going to function and get work done for the students/school community. Every member is equal and gets 1 vote. If they truly can't decide among themselves and need help, they can invoke the conflict resolution process. *Note:* once the Officers are

elected by Council Members (Chair, Treasurer, Comms Leads), only remaining positions to be decided are Ward Rep (1) and, if desired, up to 2 more members of the Communication Team. All the remaining members are titled Parent Reps.

Q/Comment: Bylaws used language of “parent” only, which Reg 612 does define as parent or guardian. Why not include a section in the bylaws to explain this? Or the legislation? Not everyone knows the language of 612, would be more welcoming/inclusive.

A: The Bylaw Committee is aware of this issue and have discussed it considerably. Communication re: language in the bylaws is more of an awareness piece that Council will undertake if Bylaws are ratified. Wouldn't include legislation in the bylaws. Also if we start defining terms (slippery slope) in the bylaws then we have to follow them - so in an attempt to be more inclusive may end up being less inclusive - definitions/terms may exclude. The term guardian in the Education Act refers to those other than a parent who has *lawful custody*. E.g. in the case of a student who is living with their grandmother but she doesn't have lawful custody, technically they can't participate, do we really want to exclude them?

Caregiver is a term Parent Engagement/TDSB is using now (not really guardian).

Q: why not include that in bylaws?

A: doesn't conform to Reg 612.

Attendees were asked if there were any other questions or concerns regarding the bylaws, there were none.

Motion made to vote to adopt proposed updated bylaws (public ratification): moved by Mirando Indrigo; seconded by Sara Tropea. The meeting had quorum and the vote by Council was binding.

Bylaws are approved: (9 voting members)

8 members voted YES, 1 member abstained due to internet issues.

Screenshot #1: from Lisa Lebeer (Secretary)

Screenshot #2: from Jill Hollingsworth (Ward Rep)

Miranda Indrigo (she/her) to Everyone 7:07 PM  
 I move to ratify.

Ray McIntyre (Teacher) to Everyone 7:08 PM  
 Yes

Susan Munn to Everyone 7:08 PM  
 yes

Miranda Indrigo (she/her) to Everyone 7:08 PM  
 Yes

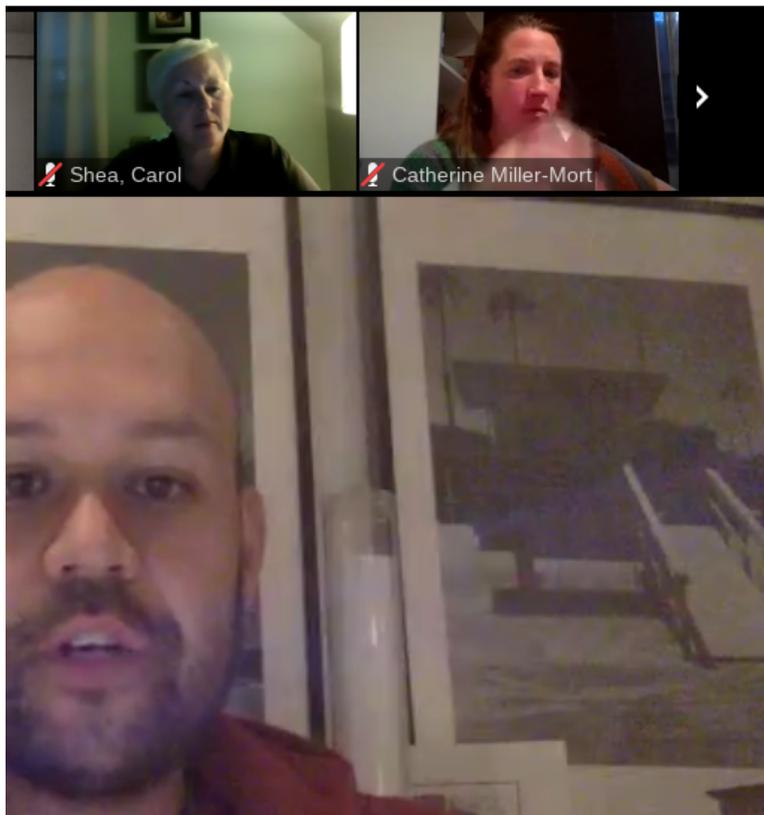
Jeffrey Hackett to Everyone 7:08 PM  
 Yes

Me to Everyone 7:08 PM  
 yes

Kim Robinson to Everyone 7:08 PM  
 Yes

Ray McIntyre (Teacher) to Everyone 7:08 PM  
 Yes for Maria and Ray

Catherine Miller-Mort to Everyone 7:08 PM  
 Yes



- □ ×

Chat

I move to ratify.

From Ray McIntyre (T... to Everyone: 7:08 PM  
 Yes

From Susan Munn to Everyone: 7:08 PM  
 yes

From Miranda Indrigo... to Everyone: 7:08 PM  
 Yes

From Jeffrey Hackett... to Everyone: 7:08 PM  
 Yes

From Lisa Lebeer to Everyone: 7:08 PM  
 yes

From Me to Ray McIntyre (T...: (Direct Message):08 PM  
 yes

From Kim Robinson to Everyone: 7:08 PM  
 Yes

From Ray McIntyre (T... to Everyone: 7:08 PM  
 Yes for Maria and Ray

From Catherine Mille... to Everyone: 7:08 PM  
 Yes

From Me to Everyone: 7:10 PM  
 Yes

### **3. SC Election information Angie Law - will send in writing**

#### **4. Treasurer's Report - Sue & Jeff**

Amount in the account - \$27,759.16; will reconfirm with staff re: receipts for pre-approved classroom enrichment for 2020/21 school year have been received

Did not spend the entire allotment for classroom enrichment

More details on the carryover will be provided at the next council meeting

Treasurers will discuss and draft a plan on how monies could be spent - will move to parent community for approval of the plan

Duke has a Pace Credit Union account - it is connected directly to the TDSB so accounting is more straightforward, and reporting is streamlined

#### **5. Principals' Reports - Carol Shea, Lizz Landry, Caitlin Newnham-Kanas**

*Carol*

- thank you to outgoing council

- new VP brief intros

*Caitlin*

- zone equipment bags - age appropriate with ~6 items in each, students sanitize before and after use; classroom/division bags will be implemented in the future to allow for age-appropriate items

- Duke dash is coming out Friday - has been reformatted

- lunchroom supervisors - Duke is looking for two new supervisors from 11 am - 1 pm every day

*Lizz*

- Chromebooks/devices - TDSB introduced a new program for Grade 5 students - those who register will receive a device that will stay with them for 4-years; Duke received 85 Chromebooks to fulfill the new program - this offers good relief to the supply

*Carol*

#### **Students & Staffing**

**Currently there are 804 students enrolled in-person at Duke**

- 42 students remain in virtual learning

- re: staff - Duke will be retaining all staff - there are no virtual programs running out of Duke so the assigned teachers will remain onsite

- 4 kindergarten classrooms + 32 homerooms (36)

- if there are significant numbers of students switching in Feb (either to in-person or to virtual) classes may need to be shuffled at that time

- hoping for staffing relief for Gr 7 & 8 FI classrooms - all are currently at or above 30

#### **Construction**

- New AC in Woodfield gym with a new fan system - waiting for the cage cover on the roof; system upgrade is nearly complete

- Outside Door 7 the planned resurfacing project has been delayed
- HEPA filters were installed in every classroom in the spring
- Duke provides additional circulation by open room vents earlier & closing them later
- Have also increased the filter changing schedule for the classrooms
- Every classroom has opening windows; Duke is fortunate compared to some other schools with fixed windows

### **Pool Use**

- Waiting for direction (TDSB) to restart pool program; no direction yet re: timelines
- There are still questions around cohorting, use of changerooms and enhanced cleaning
- Swim club may begin first - ahead of scheduled class pool time

### **Library Use**

- Last year Duke had ½ library position cut so it's only staffed part-time
- Circulation will be available over a 10-day cycle when it does begin (bi-weekly)
- Enhanced cleaning first needs to be organized before the library can be used for additional time; (still discussing what the additional time might be used for)
- Allocated caretaking hours are based on sq footage + number of teachers

### **Recess/Cohorting/Zones**

- 8 zones in total
- 3 morning recesses, 2 mid-day breaks, 3 afternoon recesses
- Walking excursions will soon be allowed to allow for additional outdoor time

### **Positions of responsibility (POR)**

- Have been allocated 4 PORs - Primary, Junior, Intermediate, Well-Being and Equity
- Will assist with SIP (School Improvement Plan) and anti-oppression work
- Looking at a fulsome anti-oppression lens for school improvement work.

### **Curriculum Night**

- details still to come; event will be virtual like last year

### **Other Business -**

#### **What is a zone or division/classroom bag - staff and students will give feedback per division**

#### **Lisa Lebeer - re: sports equipment**

Is there a reason why kids can't bring their own equipment?

Carol - There are 50 kids in a zone, if 20 of them bring balls from home it will be too chaotic and especially disruptive for kids who are not interested in using the equipment. Lunchroom supervisors cannot manage safely.

Ask for respect from students towards lunchroom supervisors

**Jen Pendegrast - re: Chromebooks**

How will they be used?

Lizz - each student in grade 5 will get it for 4 years. The other tech in the building will be allowed for the other grades

**Jen Pendegrast - re: bathrooms**

Regarding enhanced cleaning, bathrooms are often blocked and clogged and have to go to another building - could enhanced cleaning be used for them

Carol -Bathroom cleaning is separate from enhanced cleaning

**Sara Tropea - re: pre-screening**

Pre-screening forms - TDSB policy screened with an adult at home, checked when they arrive. If no signed form or QR code is available the student is sent to the office for screening.

**Jill Hollingsworth - re: new Chromebooks/devices**

Last year SAC allocated money for Chromebooks; confirmed that the Grade 5 device program is separate - the 85 new devices received were NOT purchased with SAC money.

There was a moratorium on chromebook orders last year (to allow for virtual learning) but should be lifted soon.

There will be opportunity to discuss budget with the treasurers to purchase additional chromebooks for the Duke community

**Laura McNeil - extracurriculars for elementary?**

Carol confirmed that the TDSB has indicated that schools can gradually return to providing extracurriculars - they did not specify grade levels . Children must choose only ONE instead of many activities. An effort must be made to keep cohorts together as much as possible; to allow for case/contact tracing. Daily screening by all participants will take place for extracurriculars

Duke still needs to discuss with staff to see who might help run activities - perhaps within a few weeks programs will begin to be offered

**Carol Shea - other items**

- field trips will be allowed but only offered as walking excursions
- school photos will happen this year, more info to come
- NO parent volunteers are allowed at this time (Lizz confirmed from Operational Guidelines)
- Terry Fox run - possibly on a class by class basis - perhaps during gym class - Carol will discuss with Ms. O

**Lisa Lebeer - re: DPA**

- are there guidelines provided to teachers, especially new-to-the-school teachers in an effort to

provide more outdoor time for the students

Carol - will need to take advantage of walking excursions as options because the school yard is nearly always in use

### **Lisa Lebeer - re: masking policy**

Carol - yes, outdoor masks breaks are permitted, but children will be asked to put it on if they are too close to their friends; they need to be distanced if their masks are off

### **Ward Report/Council Participation - Jill Hollingsworth**

-Parents as Partners Conference Oct 16 & 17 (parentsaspartners.ca) - everyone encouraged to attend.

-TDSB Parent Engagement Office recognizes how challenging the past 2 school years have been and all the difficulties due to Pandemic. But the hope is that this year will be the “Year of Disruption” as a response - that old, outdated practices on Councils that are no longer working will be replaced with new “Best Practices”, innovative and creative solutions. Will find ways to hear new voices, be more inclusive.

-Elections coming up in October for Council. Everyone has equal opportunity to be on council and participate - everyone on council is equal, has one vote.

-TDSB will soon be introducing a digital tool called “Thought Exchange” that will allow Councils to get feedback from parents in real time at meetings. A question, issue, etc is put to the participants, and they provide answers, then everyone can see each other’s comments (can be done anonymously) and rank their responses to all the comments. Provides great feedback and opportunity for further discussion.

-Fundraising will be permitted to start in November - but no fundraising for HEPA, ventilation or tents.

**-Everyone is welcome on council ! No experience required. Want Council to have Reps from all across the school (grades, streams, # of years at school, etc.) - want to have new voices.**

Don’t worry if you don’t have any experience with Councils, Training sessions for councils will be happening starting in November with the Chair role and then followed by other sessions for other roles - stay tuned for more info.

-Don’t have time to join Council, then consider joining a committee and/or attend regular Council meetings to share your thoughts.

-For those in virtual school - you can join council at your home school **OR** at the school that is running your virtual program

-TDSB mandate: all Council Meetings will be Virtual (via zoom).

Meeting adjourned: 8:10 pm

Next meeting: October 14th 6:30