

**Duke School Council Meeting
May 2022**

Attendees: Catherine Miller-Mort, Jill Hollingsworth, Lauren Green, Chris Hazard, MJ Starr, Sue Munn, Jeff Hackett, Lisa Wu, Miranda Indrigo

Staff: Ray McIntyre, Carol Shea

Land Acknowledgement: June is Indigenous month; resources to support this month are available on the TDSB website for families.

April meeting minutes: Motion by Catherine Miller-Mort, Approved by Chris Hazard

MEETING MINUTES

Year-End Celebration: Jill Hollingsworth

- Jill suggested hosting a “Bring Your Own Everything” event
- No planning, just a get together
- Various dates were discussed, moved BYOE to June 16 so it didn’t conflict with Summer Solstice event
- Sue Munn suggested adding Pride element to event

Electing New Chair

- Current chair, Catherine Miller-Mort, is moving
- Jill H. elected as interim chair, effective June 10
- Many thanks to Catherine for her work and leadership this year!

Next Meeting

- Rescheduled for June 13

Principal’s Report (Carol Shea)

- Duke has a new VP (Shirley Cuthbertson) until the end of the year
- Construction:
 - roofing over Door 7 being repaired, door 7 may be temporarily closed as they work on each roof section
 - Bins and fencing will be on site temporarily
 - In July, fully roof replacement of SH Armstrong gym. This is a hot roof repair which means SH will need to be closed during this time
 - Cluster column repair continues
 - Front entrance resurfacing delayed due to construction strike; currently out to tender and job is being priced
 - In June, we will know when construction is set to begin

- Graffiti
 - Doors and playground graffitied, admin working to get it covered up
 - One team at the TDSB handles graffiti and will be addressing the graffiti on the playground dome
- School lockdown
 - School holds one lockdown and one “hold and secure” drill annually.
 - Hold and secure is about securing exits and entrances and having everyone stay in the building
 - Full lockdown involves everyone staying in close quarters behind doors and out of sight
 - Both drills planned for next week
 - Drills are executed as quickly as possible; staff confirms that no one is in the washroom and that doors are secured and school is quiet
 - Final fire drill will also happen in June (six held annually)
- Extra curriculars
 - Junior girls’ softball team added this year
 - Current extracurriculars include softball, ultimate frisbee, choir, arts night/nuit blanche (summer solstice)
 - New itinerant music instruction (IMI) for strings and band instructor for next year
 - IMI was limited during COVID but hope to have a full schedule next year
 - Melanie Doane reached out for Duke’s Ukes for next year
- Open Houses
 - Held for gifted and FI and English grade 7
 - Very well attended, kids within the programs toured groups, met teachers etc
 - Middle immersion and kindergarten French open houses to come
- Staffing
 - In final stages of process. Special ed reduction of .5 special needs assistant and 0.5 educational assistants
 - Difficult to staff half-time positions because of our school timing
 - Lost 1.0 EA who has been here for years, may be the same for special needs assistant
 - Cutback of lunchroom supervisors, 6 supervisors (2 inside, 4 outside) for 1 – 8
 - Hoping that teachers will be able to do some lunch duty
 - One ECE in English reduced
 - Ms. Shea trying to advocate for three support staff
- Field Trips
 - One per class to celebrate end of year
 - Encouraging low cost to keep expenses reasonable, especially for families with multiple children
- Summer solstice event planned for June 21

Budget (Jeff Hackett)

- \$7600 raised by pizza lunch
- Money coming in for staff appreciation—\$200 so far, on track to reach goal
- June 15, 11 – 1 PM: Staff appreciation event, reach out to Catherine if you want to volunteer
- Expenses: payment made for lacrosse, school Chromebooks

- Currently have \$26,000 in accounts; after earmarked funds go out, we'll have \$7000 remaining

Bylaws (Jill Hollingsworth)

- Bylaws rewritten last year by committee to bring them into compliance with legislation
- TDSB and parent engagement developed template for councils across the board
- Some mandatory fields, some optional in template
- Sue and Jill will work on revised bylaws and present them at the next meeting
- Updates:
 - Include an intro paragraph
 - Mandatory Equity language
- Optional:
 - Recognition of unique indigenous equity
 - Land acknowledgement—do you want to use the TDSB one or write your own, which needs to be approved by liaison?
 - Liaison with Urban Indigenous Centre if wish to create own LA.
 - Sue Munn interested in developing more extensive acknowledgement
- Student reps:
 - Optional for elementary school, student would be considered part of voting membership and would need to attend all meetings
 - Ray McIntyre asked if you have more than one student representative to share the role
 - Student council has started and will hopefully continue next year to provide student voice
- Elections
 - Option to include randomization of names on the nomination ballot (vs alphabetical)
- Member protocols
 - If a member misses 2 consecutive meetings, chair can talk to them about whether they want to stay on the council. If student/teacher reps, chair to consult with principal
 - If someone is not participating, chair can reach out to member to see if there are any issues or concerns
 - Chris Hazard voiced that this provides a communication structure to raise concerns
 - Suspension of council member—specific equity language provided; 75% quorum to review if there's an issue, can't include the member
 - Mechanism to remove social posts if problematic, language around inappropriate
 - Importance of having systems in place in case any issues arise and to remind people of accountability to code of conduct
 - Optional member protocols—appeal process for suspended members
- Fundraising
 - New mandatory language around equity, take into consideration the abilities of the families in your community to raise funds
- Bylaw committee to meet and propose revisions
- Vote in June, September
- Changes need to be done by October

- Bylaws to be updated every 3 – 4 years