

Duke SAC Meeting #3 - Minutes

Wednesday November 20, 2019, 6:30

Cafeteria

Attendance:

Duke of Connaught: Carol Shea (principal), Kelli Helpert (Vice-Principal)

SAC: Michelle Arbuckle (co-chair), Melanie Tapson (co-chair), Aron McGrath (Fundraising), Susan Munn (Treasurer), Stacey Iseman (Parent rep), Laurie Barnett (Parent rep), Jill Hollingsworth (Ward rep), Lanrick Bennett Jr (Ward rep), Francisco Laguan (Parent rep), Maria Oliveira (Staff representative), Natasha Garda (Teacher representative)

Sign in:

Jacquie Girlami
Norine Williamson
Bev Grondin
Daniela Fermo
Nicole Macdonald
Vanessa Rossi
Joe Rossi
Erin Scott
Angie Law

Absent: Carl Gambacort (Vice-Principal), Nessa Cymbalisky (Parent Rep)

1. Welcome, Land Acknowledgment

2. Other Business

- a. none

3. Previous business, Approval of minutes

- a. Action items to update: Stacey moves, Sue seconds, minutes approved
 - i. Status of pool construction, not ready until new year - Carol updated
 - ii. Stacey will work to create a poll to engage parents through NTR/social media on the types of workshops they would like to attend - completed
 - iii. Lanrick will send out the pdf from the ward meeting to everyone - delayed, added to another action for this meeting
 - iv. Lost & Found cleaning & bagging photography volunteer needed - still seeking a volunteer, but two volunteers have offered to launder items
 - v. Movie night poll - completed

4. Principals' Reports

a. Kelli

- i. Duke Cares is thriving, teachers often come for clothing donations, the skate room is going to be used to store these items
- ii. Attendance letters are sent out twice a year highlighting lates and absences, done in consultation with attendance counsellor (who is also social worker) to ensure tone is friendly; looking at families whose kids have been absent 5 days and 10 days late, letting people know they can get support in getting to school if needed.
- iii. Vaccination clinic for grade 7s: all families received an envelope with questionnaire, our vaccination rate is in the 90%, TPH clinic will run all day December 3 (HPV, Hep B, meningococcal)
- iv. Parent Q: what if we get an erroneous robo call about a late/absence?
Kelli: call to let the school know to have it corrected

b. Carol

- i. Girls' basketball has advanced in their tournament
- ii. Ski trip forms have gone out (Jan 7 & Jan 21 dates)
- iii. Intramurals begin week of Dec 1 (gr 2 & 3) at lunch, junior grades in new year
- iv. Eco Schools assembly December 3
- v. Holiday Breakfast - offering a flu vaccination clinic this year, exact location tbd.
- vi. Restoration work halted due to temperatures as mortar can't cure
- vii. Pool update - hoping to have it ready in the new year, update should come late December
- viii. YPT Divisional Trip to see a dance performance piece, gr 7 going to see Harriet Tubman movie in the Beaches
- ix. CCAT7 scores are in and being sent out to the community
- x. Rm 51 has been unpacked and cleaned (haven space - sensory room), waiting on decorating, ready for use in two weeks
- xi. Dukes Voice of Change - they have exciting things to come ask us about

5. Treasurer's Report (Sue)

- a. Danceathon: ~\$15,000 raised after DJ fees paid
- b. Current balance still undetermined, but we are where we wanted to be for this time of the year
- c. Parent Q: is there a list of an approximation of what we're expecting to bring in/what events are happening, and will this be shared? A: yes, we hope to share this next week.

6. Fundraising Update (Aron)

- a. [Fundraising Proposal](#) outlines revenue/expenses

- b. Classroom enrichment is now a set amount per student with a minimum of \$150/classroom regardless of number of students, this helps to ensure equity no matter the class size.
- c. Discussion around teacher requests for technology
 - i. An internal IT committee exists within Duke and it was suggested that all requests be funneled through that group before approval.
 - ii. Admin agrees that money approved by previous SAC should be honoured this year, but this process needs to be reviewed before this process starts again in Spring.
 - iii. Parent request for a list of Duke technology assets to help with future planning.
- d. School beautification money has been held up for several years now, suggestion that SAC can make the decision to use that money in other ways if required. Playground redesign is being held up in the TDSB process right now.
- e. **ACTION:** SAC executive to discuss chromebook requests with admin.
- f. **ACTION:** SAC executive to review the request process and ensure it aligns with other school initiatives.
- g. **ACTION:** Teacher rep to be in charge of communicating this process to teachers in Spring.

7. Programming Update (Stacey)

- a. Workshop scheduled for Weds January 15 with Joanne Gallagher and David Jurasek - 2 hour workshop plus Q&A
- b. Stacey will look at common themes in requests to see how we can build the best programming, a poll was sent out to all parents asking for their feedback.

8. Duke Cares/Clothing Bank

- a. Planning to start a clothing bank with a stockpile of warm outerwear, many avenues for asking for help, a call out will be forthcoming to parents. All sizes are required (JK-8).
- b. Lost and Found items not claimed go to Bumbleberry and we have credit people can use by going through admin to get a voucher
- c. A room has been determined for a clothing bank, announcement forthcoming.
- d. Parent Q: will you ask for monetary donations? A: once we need it, we will ask

9. Save the Dates

- a. Pizza Lunch Nov 27
- b. SAC Coffee - correct date is December 13 in the lobby, hot chocolate will be added (kids can join their parents if they wish)
- c. Holiday Breakfast December 14

10. Holiday Breakfast

- a. We can now pay for tickets through school cash online - paper option will also be available.
 - i. Two sittings this year (8:30 and 9:15am) in cafeteria
 - ii. Pancakes, sausages, eggs, fruit and a beverage
 - iii. Aiming to make it more inclusive with potato latkes, ordering them in, a little more expensive at \$1 more per plate with latkes
- b. Other activities will include:
 - i. Children's gift market - seeking donations of gently used or donation items where kids can buy items with their own money with gift wrapping available. Located in gym.
 - ii. Crafts
 - iii. Halloween haunt room: winter trail
 - iv. Pictures with Santa (Carl will volunteer)
- c. Seeking volunteers for 1 hour shifts if possible
- d. Flu shot clinic will be open for anyone interested
 - i. Location tbd. Suggestions to hold in classroom close to Woodfield, or nursing/guidance counsellor office.

11. Other Business

- a. Admin Communication Issues
 - i. Joe Rossi (parent): desire to discuss issues in room 205; concern that administration is not being forthcoming or responsive enough in their response to the questions from parents on the parent Facebook page (not SAC sanctioned)
 - 1. Question about constraints on Duke or TDSB that could result in this lack of communication? Feels as though had a general communication gone out early on it would have managed backlash he is seeing online/hearing through broken telephone from kids through parents.
 - 2. Expressed that calls for information were not addressed, that there is a trending perception that there are concerns with communication, which is leading to conversations about moving kids out of Duke for not being heard and issues not getting dealt with.
 - 3. People feel nothing is being done because they don't know what is being done. It is an emotional situation and if people could appreciate this is a massive school with processes to follow that are getting followed.
 - ii. Admin response: there is not one linear process for every situation because they are all individual; the first step in any issue is the Parent Concern Protocol, going directly to teacher first, then to admin, the issue works it's way up the chain as support is needed. Privacy and confidentiality needs to be considered. Parents are encouraged to come

- to admin and have in person discussions, admin can't be responsible for what happens on social media.
- iii. In the case of room 205 a parent shared the concern that rumours were circulating. This is a sensitive issue with a number of issues at play, once there was a concern around the tone in the community, admin can only communicate as per their protocol. Support happens for new teachers, especially in programming and instruction. Yes, there are constraints here. If it is an issue related to the students, yes, a communication goes out to those directly impacted. The communications department and superintendent are always included and everything goes through the central communications department.
 - iv. Admin is still looking to find the sweet spot; this request for information is longstanding; we need to get enough information to satisfy but people while following protocol and respecting privacy, we are doing our best and sometimes don't get it right.
 - v. Regardless of the information shared, the outcome wasn't what was wanted, which drove it to a lengthier process because the outcome wasn't agreed upon.
- b. Discussion of how to formally request assistance through SAC
- i. The Duke Parents Group on Facebook is not the place to request support. The page is not supported by or officially monitored by SAC and not every message can be responded to.
 - ii. Parents are encouraged to use the Official Duke SAC page or email address when support is needed.
 - iii. SAC then requests information about the incident and how the parent would like us to get involved. We are able to help support communication with admin or to request meetings with trustee/superintendent.
 - iv. it's concerning that parents think the unofficial FB page is a place to come to SAC, we are open to ways we can be more approachable, ways to tackle issues that come to that page
 - v. In the case of the issue with Room 205, a SAC representative joined the meeting with TDSB administration and took minutes for those involved.
- c. Other Comments:
- i. Parent new to the school, feels we have to have trust in the admin that they are doing their best and that statement from the school should suffice
 - ii. Parent indicates that there's a long history of there not being trust and we need to build that up
 - iii. Thanks to everyone for your comments and bringing this issue to the attention of admin.

Meeting adjourned 8:14pm