

## ATTENDANCE

Duke of Connaught: K. Helpert, C. Gambacourt

SAC: Bev Grondin (Chair), Tanya Barrett (Chair), Margie Akins (Secretary), Daniela Fermo (Co-Treasurer), Lisa Casino (Parent Rep), Alison Orr (Fundraising), Stacey Iseman (Parent Rep)

Sign-In: Jill Hollingsworth, TiTi Begley, Rebecca Ackerman, Adene Kuchera, Marie Snyder, Lynda Rybinski, Laurie Barnett, Aron McGrath, Katy Dockrill, Sara Tropea, Christie Dunbar, Jeff Brown, Caryl D'Souza, Laura Byers

## **AGENDA**

- 1) Welcome and request for all other business – Started with Treaty Acknowledgment
  - a) Appointment of Alison Orr to vice-chair, fundraising
- 2) Approval of Minutes (Sept. & Oct.)
- 3) Treasurer's Report
- 4) Principal's Report
  - Academic review
  - Staffing
  - Extracurricular
  - Facilities
- 5) All other business:
  - a) Line-up Procedures
  - b) Room 6 Update
  - c) Sandbox Update
  - d) School communications
  - e) School drills & anxious child
  - f) Bathroom issues
  - g) Toxic masculinity
  - h) Cafeteria pricing

### **1) SAC Elections**

- October meeting didn't have quorum to elect Alison Orr as vice-chair of fundraising. Motion to approve Alison was seconded. Welcome aboard.

### **2) Approval of Minutes**

- Not enough Exec attended last meeting for quorum so motion forwarded to approve both September and October minutes. Seconded, approved.

### 3) Treasurers Report

- Daniela's intention moving forward is to present a summary of where the money goes in events and what we're earning, as well as volunteer hours.
- This month she presented the Halloween Dance, Junglesport and Movie Night
- Halloween Dance was anticipated to make \$1000 profit and Junglesport was anticipated to make \$500 profit for each night (it was initially intended for 2 nights), but we only did one so we made more profit than anticipated. Movie Night was over profit forecast by 50%.

### 4) Ward Report

- Kelly was unable to attend the last ward meeting. Michelle Aarts is the new ward rep for Ward 16. The newly elected Trustees change over in December. We will be in Ward 15 with Jennifer Story as our Trustee.
- Next trustee meeting is Thursday November 29.

### 5) Principal's Report

- Photo retake – despite many announcements being made, many kids still missed it. All the kids that missed the first retake made it for the 2<sup>nd</sup>.
- Morning Dropoff – A reminder to those dropping kids off on Woodfield that there is no parking in front of the school; you should pull up to the curb SLOWLY, the kids get out, and then drive off. There should be no pulling over or parking in front of the bus-stop and fire hydrant.
  - If you need to park at drop-off or pickup then you need to park in areas that allow it, such as the north end of Woodfield, Dundas Street, and other side roads.
  - Parents shouldn't be, and haven't been, pulling into the driveway anymore.
  - Cars are pulling into the drop-off zone too fast. It's dangerous – SLOW DOWN.
  - Comment: Councillor claimed that Woodfield was on their priority list for improving safety measures.
    - Clarification: All school areas are on a list for safety improvements as part of *Vision Zero*. Parent should follow up to find out where we are on the list.
  - Q: Why can't young kids being dropped off in the morning be escorted onto the school property like school bus kids? Also, the school should make it clear where parents can park.
    - A: We will try to make it more clear where parking isn't permitted. Regarding the escorts for drop-offs, there was a Kiss'n'Ride program that required volunteers to run effectively and ZERO people volunteered to help run it this year. The school doesn't have the resources or funding for staff to run the Kiss'n'Ride. As it is, the escorts for the bussed in kids are volunteers. School even offered volunteer hours to grade 8 students at the school and nobody wanted to do it.

- Yard supervision starts at 8:25am; kids just have to make it past the basketball court.
- Nov 27<sup>th</sup> will be a vaccination clinic for grade 7s only.
- Grade 8 Grad – School would like the grade 7 parents to “pay it forward” by planning and running the Grade 8 grad; next year these parents will have their child’s grad planned by the Grade 7 class. It worked relatively well last year although it was mostly carried by one parent. **ACTION: Need a write-up about this again.** Most of the work involved is preparation and foods.
- Lockdown drill process – 3 times in fall, and 3 times in winter - fire drills. 1 in winter and 1 in spring - lockdown drills. MANDATORY.
  - Very aware of anxiety this causes some students. We do share the date of the lockdown drills with affected students of and community partners. Staff received updated procedures document and are encouraged to share information with students. An announcement is made the morning of the lockdown drill (e.g. “Today is our lockdown drill. Here is what is expected...”). Because we were privy to special circumstances, phone calls were made ahead of time to remind those families. **Important to note that staff can only inform families if they identify an issue.** Notices are placed in all entrances when a lockdown DRILL is in effect. Admin only knocked on doors of rooms with kids that could manage it.
  - Comment: Would like to add a piece to the equation – add a debrief. And maybe a mindfulness activity to alleviate stress that’s built up.
    - A: Yes, the school does a debrief. With regards to additional measures, this should be on a needs-basis. Parents should notify the school about these issues so they can try to address it.
  - Comment: Lots of work goes into the before work, but we need to work on the after, more than feedback.
- New staff starting – lunchroom supervisor is becoming new secretary in the Office. ECE in French immersion has been on leave and is returning to 7A. Angelle Poulin is staying for a few weeks to help transition for new ECE.
- Dec. 4<sup>th</sup> primary classes are going to see a series of Robert Munsch works turned into drama.
- Dec. 13<sup>th</sup> is the holiday concert.
- Q: Is anyone coming to Room 27? Kids are telling their parents that a new, permanent teacher has started. Why wasn’t anyone notified?
  - A: Teacher is an occasional teacher at the moment. If he’s a good fit and if he chooses to stay, then we will communicate this to the parents. We do not share information unless something is a certainty. In other words, there was nothing to share and the kids were mistaken.
  - Unfortunately there aren’t many people vying for these positions. One post left after 24 hours so it’s difficult for us to share any information. Some kids are coming in tomorrow to discuss the issue and Kelli is meeting to discuss what she has.

- Comment: Kids are getting their own information and it's the wrong information so admin needs to talk to us more regularly. A: When we have a position with certainty then that's when we'll share it. Comment: We need regular updates.
- Comment: Collectively need to make this a political issue and the parents need to address this with the TDSB. **ACTION: SAC can start a committee.**
- FSLC – parent advisory committee for French stream. This is not a new issue and we can discuss this and what we've learned.
  - Newsletter was sent out with important dates. January 8<sup>th</sup> is next meeting at TDSB headquarters at Yonge/Sheppard.
  - Looking in Quebec and France for opportunities to get more qualified teachers.
  - New French immersion program at EYCI started this September.
  - Info night for early French Nov. 22, Danforth collegiate.

## 6) All Other Business

### a) Line-up Procedures

- 4 parents came to us that their Grade 1 has been forgotten outside after recess/lunch, usually during transitions (such as a gym teacher is picking them up instead of homeroom teacher). Doing attendance once everyone is inside is too late, especially when teachers wait to send it up to the office.
  - Attendance should be done in the line before entering the building.
  - And a sweep of the yard should be done once everyone is inside, especially with winter coming.
- Of course Grade 1s need to learn responsibility, but they've just gone from full supervision to fending for themselves and there will be confusion when non-routine circumstances come up. **If a club lets out early, then the teacher should notify the home room teacher or rotary teacher.**
- Parent in attendance mentioned being messaged about 8 incidents. 8 "isolated" incidents is a recurring problem.
  - Those parents that have not contacted SAC or admin should do so, even if it only occurred one time. Admin can't address the issue if they don't know there is an issue or the extent of the issue.
- Q: What procedures were put in place after 2 incidents happened within a week of each other?
  - The process is that rotary/teachers have attendance and send it to the office once inside. Little ones have washroom buddies. Attendance is taken twice a day.
  - **This is insufficient for the following reasons:**
    - The problem is that rotary/teachers are waiting up to 20 minutes for students to show up from a club, and then sending in attendance as absent. Kids are missing for 30-40 minutes and the robo-call doesn't come in until about an hour after. This is too much time for a child to be unaccounted for.
    - It needs to be communicated to all teachers, including subs,

that attendance cannot wait that long. Also, they should not rely on other students telling them where someone is. Example: If a child is supposed to be in a club, and the club lets out early so they go to recess, and the teacher isn't expecting them at recess so doesn't realize they're missing.

- Transitions and extra-curriculars seem to be where the problems occur the most. Neither teacher is aware of where the child is exactly and assumes the other is aware.
  - End of day is also a problem. If a class goes late then that teacher needs to ensure that the children made it to where they were supposed to be. Example: child's class went late and the bus attendant assumed child was absent and did not wait, child was left behind and did not arrive at their stop to be picked up, which is when the guardian first became aware of the child "missing".
  - Substitutes also seem to be unaware of how to deal with "missing" children. Need more discussion about what to do.
- Q: Is there any documentation when a child is lost? Otherwise it seems like isolated incidents. There should be incident reports. **ACTION: Kelli will contact Caring and Safe Schools.**
  - **Admin agreed that the outdoor sweep is important and will look into other procedures as highlighter in these minutes. SAC will follow up if we don't hear back.**
- b) Room 6 Update
- 6 different rooms were sprayed and it will be every 2 weeks. An increase in bugs was noticed after the initial spray, which is supposed to be normal.
- c) Sandbox Update
- Facilities team lead – head of caretaking was notified. There is now a new facilities lead guy. **Tarp or plywood cover will be addressed in the Spring.**
- d) School communications
- Parent reps are keeping files of issues brought up and actions being taken.
  - Consistent issue is lack of communication. Sometimes people need to hear "we have no information" instead of hearing nothing. People seem to think they're being ignored otherwise. E.g. this is where we're at with this and this is why there's no communication.
- e) Bathroom issues
- The older children are postponing bathroom breaks until they're in the Woodfield building because the Duke washroom doors are awkwardly small. They're getting in trouble and not allowed to go when a large group wants to go. Teachers and subs need to know about the issue and why large groups are trying to go at once. It's for a valid reason.
- f) Toxic masculinity
- THOT term being used by boys toward girls, in front of teachers. Communicate to staff what this means so they can address it.

Duke of Connaught

SAC MEETING – November 20, 2018 (6:30-8:00 p.m.)

- With regard to the gym teacher asking for “boys only” to move boxes, there is the Concerned Parent Protocol – parents have a right to go directly to that teacher and discuss their concerns. If they’re not satisfied then they should come to admin. Approach teacher first, then admin, then super.

**Meeting adjourned at 7:58 p.m.**

Minutes by SAC Secretary M. Akins