

School Council – Meeting Minutes

Date: October 2nd, 2023 | Time: 7:00 p.m., In-person

Present: Riley Weiss, Samantha Burns, Trish Elcome, Tina Young, Stacey Jorgensen, Dawn Richmond, Brigitte Balzer, Kim Maendel Jones

Regrets: Ann Ofori-Atta, Valerie Stuart, Chrissy Schultz, Melissa Johnston

Agenda Items:

Welcome (Trish Elcome)

- Introduction and welcome of new and existing members
- Motion: That the minutes from the May 15th 2023, meeting be approved.
 - Moved by Stacey Jorgensen, seconded by Brigitte Balzer, and approved unanimously.

Roles and Responsibilities of Council (Samantha Burns)

- Review of procedures to be brought forward for recommendation of any updates, changes etc.
 - Motion: That the Roles and Responsibilities of Council document be approved.
 - Moved by Samantha Burns, seconded by Brigitte Balzer, and approved unanimously.
- Review of Membership Roles and PDPS Bylaws to be brought forward for recommendations of any updates, changes etc.
 - In an oversight between the policies of the greater TVDSB procedures for council and our own schools direct bi-laws, too many parent reps were assigned. While TVDSB states there can be 7-15 members, our school bi-laws dictate only 5 parent reps will constitute our elective board.
 - Motion: Moving community member to a voting position.
 - Moved By Samantha Burns, seconded by Brigitte Balzer, and approved unanimously.
 - Tina Young will move from a parent rep role to the community role
 - Motion: Including a TPIC membership role with voting rights.
 - Moved by Samantha Burns, seconded by Brigitte Balzer, and approved unanimously.
 - Valerie Stuart has agreed to move into this role
 - In reviewing the bi-laws a reminder to the group that missing 2 meetings will result in the position being considered vacated by the candidate. Extenuating circumstances can be conceded by the chairs.
 - Motion: The option to attend the meeting virtually if unable to attend in person will not count against voting membership; However, if two meetings are missed the voting membership becomes vacant and can be filled by someone else.
 - Moved by Samantha Burns, seconded by Brigitte Balzer, and approved unanimously.

- The School Council's Annual Report Form was reviewed. It was already sent off to the board as per annual expectations to account for council activities. A completed copy of the report will be sent out with the minutes.

Treasury Report (Stacey Jorgensen)

- Account balance for the start of the 2023-2024 school year:
 - Current account balance is \$15,677.71
 - ACTION: A draft budget will be enclosed in the email sent to the group with the minutes to be reviewed and voted upon at next meeting

Sub-Committees (ALL)

- Hot Lunches: Responsible for organizing the group of supporting volunteers to run the program and acting as a liaison between lunchbox, our vendors, volunteers, and school. Sharing information and helping families troubleshoot any concerns with the program. **(Lead: Samantha Burns)**
- Fundraising: Responsible for supporting the fundraising initiatives and organizing the behind-the-scenes details to share this information with families. Acting as the liaison between the school and the organizing/fundraiser **(Lead: Dawn Richmond)**
- Safe Schools: Responsible for the Safe Schools plan, work related to supporting initiatives that relate (i.e possible wellness toolboxes/kites, self-regulation "THINK" lanyards) **(Lead: TBD)**
- Parent Engagement: Responsible for activities and initiatives that reach out to connect with parents, families, and the greater community. This may involve things like the planning for Fall Open House, End of Year celebrations, "Welcome wagon" initiative for new families, staff etc. There is a \$500 grant allotted to this group to be used annually. **(Lead: TBD)**
- Parent Involvement: Responsible for communication and information sharing regarding student achievement. This may include events like the Welcome to JK (May) event, Curriculum Information nights, guest speakers etc. There is a \$500 grant available to apply for prior to March annually. **(Lead: Tina Young)**
- Festive Feast: **(Lead TBD)**
- Book Fair: Date set for November 27th 2023 to December 1st 2023 **(Lead:Kim)**

Principals Report (Trish Elcombe)

- Appreciations

Thanks to all School Community Members for their support, patience and positive opening to the school year at Plattsville. Our Educators continue to have to be very flexible and have worked hard to create an overall safe, welcoming environment for the students. Thank you also to those who are volunteering their time to serve as School Council Executive members, and those who are attending and supporting tonight.
- School Organization

Currently we have 253 students registered for in-person learning at Plattsville. At this time we have no students learning virtually, and are not hosting a virtual class in our building. Our organization at this time is 2xFDK, 2xGr1, 2xGr2, Gr3/4, 2xGr4/5, Gr5/6, Gr6/7 and Gr7/8. We have

made it through 'reorganization' week, and did not have to collapse classes or re-jig timetables. We have welcomed new staff, Mr. Kieu (contract) and Ms. Szever (LTO) and welcomed back Mrs. Lowrick with a 0.4 contract position. Mrs. McRorie retired at the end of last year, and Ms. Knight and her family have moved out of the area. We currently have Ms. Charlton in a Long Term Assignment which will culminate on October 6. We look forward to welcoming our new permanent secretary, Mrs. Ashley Elliott, on Tuesday, October 10. She is new to the clerical role, and as such, will be receiving training throughout the year. This will affect the frequency for which financial activities will be able to be completed. We will do our best to make sure the most up-to-date information is available for School Council meetings. A complete list of staff and their roles is attached below.

- Educational Assistants

Each year, schools must submit the names of students with prevalent or pervasive medical or behaviour needs. This information is shared at the Board level, and they determine the number of Educational Assistants assigned to the building. While individual students do generate the total complement, the Educational Assistants are to be available to any student with needs. The priority and majority of their time, however, is spent with those students who generate the allocation. Occasionally, when the needs of the students are greater than the allocation can adequately support, with collection of data and information, our Special Education Learning Coordinator can advocate for additional supports for the school. However, this does not necessarily mean that the support is granted, and if it is allocated, that there is sufficient personnel in our system to meet the needs. Although our school has been granted this additional 1.0 support to allow for a third EA, unfortunately we have been unable to staff the position. We will learn this week if the support will be extended beyond October 6, and will continue to try to fill the vacancy.

- Noon Hour Supervisors

We have been very fortunate to bring on three new Student Support Supervisors over the past 6 months who make up our 'regular' team. We also have two supervisors who assist when their regular work schedules allow. We also were allocated an additional hour of supervision per day, which has allowed us to reduce the number of formalized duty minutes for our ECEs and EAs to be able to support individual students during unstructured 'nutrition break' times, which has made a big difference for many students!

- Communication with Home

Communication directly from the school is through SchoolMessenger. Important items and bulletins are also posted on the school website and our private Facebook page. Weekly updates are scheduled for Friday afternoons. We currently have 214 members on the Facebook page. This page is separate from the Parent Council page. To access, please search

“Plattsville & District Public School PDPS”. Each classroom is expected to continue to have an online platform that can be used for home/school communication. Individual educators will have communicated directly with their families as to their plans for communication with home this year. At the very least, staff are expected to provide a monthly outline of the learning that is happening in their individual classrooms. Parents are first encouraged to reach out to their child’s educator with any concerns or questions.

- School-based Fundraising

This year, we will continue with our milk and popcorn sales. Profits from these two activities will be used toward various purchases throughout the school year, including but not limited to school-wide presentations, technology, field trips, special art supplies, and more. Our Grade 8s will be fundraising to help support their end-of-year trip as well as some costs associated with Graduation. Once School Council has determined when/what fundraising they will be doing, we will plan for the Grade 8 fundraisers so as not to interfere with School Council initiatives or overwhelm families.

- Nutrition Program

We are happy to have our Nutrition Program up and running again this year. Produce is being delivered on Tuesdays, with snacks provided Wednesday-Friday with the help of our volunteers. We’re grateful to be able to offer this critical program to our students. Jaime Braunig, who has been the ‘lead’ for the Nutrition Program for the past several years, will be ‘retiring’ from the role when her daughter graduates in June. We are hoping to have at least one additional volunteer come aboard the program who can ‘shadow’ Jaime this year in preparation to ‘take on’ the lead role for 2024-2025. A specific appeal will go out in this week’s update.

- Meet the Community Night

We had a very successful ‘Meet the Community’ Night on September 28 with a steady stream of families between 4:30 and 6:30 pm. We chose to do a ‘simple’ meet and greet format, with students invited to share their classrooms and activities with their parents. We recognize that some families and staff were unable to attend due to other commitments in the community. Staff will reach out to those families to offer alternate arrangements for meeting. Unfortunately, there is never a date or time that will work for everyone. Any feedback from families is welcome to plan for next year’s first ‘open house’ of the year.

- Yard Supervision and Expectations

The required ratio of staff to students for yard supervision is 1:100. As we ‘split’ our recesses so we never have more than 150 students out at a recess. There are at least 4 staff supervising our Kindergarten/Primary students each recess, and 2 staff supervising our Junior/Intermediate

students. Before and after school, we have minimal supervision so we can maximize the supervision during our most needed times. Communication went out to families last week to remind them that students should not be accessing equipment or the playground immediately before or after school in order to make sure that all students are safe.

During recess times, there are some specific expectations for both the Kindergarten/Primary and Junior/Intermediate students to continue to be able to provide a safe environment for our students. During the recess portions of the day, Kindergarten students are expected to remain on the tarmac areas between the junior doors and the corner at the primary doors, and have access to the primary climber and sandbox. Grade 1 students have access to the same areas, plus the hill slide, outdoor classroom, lower gaga ball pit (now that they have been taught the rules) and lower fields. Grade 2 and 3 students have access to all areas of the yard, including the 'junior' climber at the bottom of the hill. Students have access to all areas of the yard during their individual outdoor learning activities during the instructional day as designated and supervised by their individual educators. The exception is that Kindergarten students should not be on the 'junior' climber as it is not safety rated for their age group.

The Junior/Intermediate students have access to all areas of the yard, including the areas on the west side of the school. There has been a 'schedule' put together for Grades 4 and 5 students and Grades 6 – 8 students for the soccer fields. This is to allow all students to have the opportunity to play with students of similar size and mindset to keep all students safe and free from injury. Each group has access to the soccer field during one of the two recesses.

- Fencing around the property

There have been some inquiries from families regarding installing a chain link fence around the perimeter of the property. It has been learned that this is not a school cost, but a project that would need to be completed through the TVDSB capital project department. To quote our Facilities Manager "It would be a tough sell to have a fence installed around the perimeter when we share space with the Township." If this is an item that School Council would like to pursue, it is recommended that a meeting be set up with representatives of the School Council, the Township and our Facilities Department as soon as possible to potentially get this project on to the capital project list for the future.

- Upcoming Dates

Month of October	Islamic Heritage Month, Women's History Month, Cyber Safety Month
Mon., Oct. 2	School Council Meeting

Oct. 3 – 6	Plattsville Watermain Flushing (may affect water colour at school)
Tues., Oct. 3	Individual School Photos, Grade 4s to Dairy Days (photos will be taken first)
Wed., Oct. 4	Cross Country Meet at Pittock
Thurs., Oct. 5	World Teachers' Day
Fri., Oct. 6	PA Day
Mon., Oct. 9	Thanksgiving Monday
Tues., Oct. 10	Student-Teacher begins with Gr. 4/5A
Wed., Oct. 11	Grade 1s to Vansittart Woods
Fri., Oct. 13	Gr. 7 Immunizations, Dairy Educator visit
Sun., Oct. 15	Spiritwear orders due by noon
Wed., Oct. 18	Gr. 1 – 3 Fire Station visits
Tues., Oct. 24	Educational Assistant Students begin placements
Tues., Oct. 31	Pumpkin Carving Showcase

Plattsville & District PS Staff List with Room Numbers 10/5/2023

Room	Grade/Role	Teacher
116	K1	Mrs. L. Finnigan/Mrs. T. Bender ECE
117	K2	Mrs. L. Harkness/Ms. T. Knelsen ECE
115	1A	Mrs. A. Livingston
118	1B	Mrs. K. Baller
106	2A	Mrs. M. Harris
105	2B	Mrs. T. Bannon
111	3/4	Mr. D. Kieu
109	4/5A	Ms. M. McIntyre
110	4/5B	Ms. A. Wesselson
107	5/6	Ms. P. Szever
131	6/7	Mrs. A. Johnson
129	7/8	Mrs. N. Dickson
125	Prep	Mrs. R. Werezak, Mrs. M. Lowrick
100	Library /Guidance/ Prep	Mrs. E. Finnie
130	Empower Room	Mrs. L. Lively LST, Mrs. C. Schultz EA, Ms. E. Baker EA
108	French Office	Mrs. M. Dahmer
126	Music Studio	Mrs. E. Finnie

104	Awesome Room	
125	Itinerant LTO	Mrs. C. Farkas
124	Custodian	Ms. C. White – Charge, Ms. J. Hutchinson - Afternoons
101	Office	Mrs. A. Elliott – Secretary, Ms. T. Elcombe - Principal
	Student Support Supervisors	Mrs. S. Tickner, Mrs. D. Melo, Mrs. D. Dicu, Mrs. J. McGraw, Ms. K. Hyde, Ms. K. Maendel
	Superintendent	Mrs. S. Powell
	Admin Assistant to SO	Mrs. T. Walker

Goals

- Carrying forward goals from 2022-2023 school year
- New “Empathy and Compassion” Goal discussed, more to come.
 - ACTION: Sam to bring forward a draft goal to the next meeting that aligns with the safe school goals related to emotion regulation

Other Business

- Code of Conduct
 - No changes from 2022-2023 school year
- Proposed Cell Phone Policy
 - Recommended for Grade 6 and above

Next meeting date

- November 13th 2023 at 7:00 p.m.