

## Leslie Frost P.S. Parent Advisory Council

### Minutes for the Meeting April 17, 2019 – 6:00 LFPS library

#### A) Welcome

**Voting members present:** (parents) Beckie Kellett, Lisa Grozelle, Corrie Worden, Meredith Dando, Amanda Chevrier, Jennifer Mabee, (staff) Angie Shows, Julie White, (Community) Brenda MacAlpine

**Regrets:** none received

**Note:** see **New Business section for updates on membership**

**Note:** quorum is present

**Non-Voting Members Present:** Darla McQuarrie, Angela Tompkins

**Others present:** (guests) Colleen Wilcox- TLDSB Trustee for LFPS, Paul Goldring- TLDSB Superintendent, (parents) Jena-Lyn Westerby, Neil Westerby, Jason Kellett, Kristy Howe, Chantal Jameson, Vicky Crandall, Nikki Whaley, Keenly Shanahan, Laura Howell, Jennifer Curtis, Jennii Larocque, Erin Matthew.

**Note:** other parents were in attendance but some names were missed on attendance sheet

#### B) Nutrition Break Supervision

##### **Background:**

- concerns about levels of staff supervision during nutrition breaks were raised at the February and March Parent Council meetings.
- Parents would define supervision as direct line of sight at all times by an adult on duty
- February and March meeting minutes contain info that was provided about the usual levels of supervision.
- Concerns were raised that the current levels did not provide a basic standard of safety for all students and interest was raised about engaging further with LFPS around exploring potential enhancements to the system.
- It was also noted that since at least 2006 (when changes to Collective Agreements etc resulted in mandated maximum number of minutes of supervision per week per teacher allowed) that it would be logistically impossible for any one school to have a staff member present in each individual classroom for each nutrition break. Therefore there would need to be an investment at a Board of Education and/or Ministry of Education level to support schools with resources to adequately meet basic supervision levels. There was parent interest in exploring ways to advocate in those forums as well.

**Note:** In mid-March there was a specific student incident of choking during a nutrition break in the absence of direct adult supervision in the class so there has been concurrent discussions about the specifics of that situation.

##### **Recent Actions:**

- April 3<sup>rd</sup>: independent parent meeting to discuss possible options that could be explored in the school to increase the levels of direct staff supervision
  - Outcome: Letter sent to LFPS admin and to Trustee Colleen Wilcox summarizing concerns and the top 3 suggestions that seemed the most viable to explore for implementation at LFPS (use of all school staff, combining classrooms, use of gym or mini gym). Also plan to develop letter that could be sent to TLDSB in support of prioritizing the issue
- April 10<sup>th</sup>: parents met with LFPS admin (Darla and Angela) who shared the revisions they had made and implemented as of April 9<sup>th</sup> to increase levels of direct adult supervision so that all classes and portables jk-grade 2 have direct adult supervision for both nutrition breaks and the two grade 3 classes (being directly across the hall from each other) have one teacher dedicated to them who has direct line of sight. The two junior grade portables at the back continue to

share one teacher between them and the junior hall continues to share one teacher for their supervision.

-Other changes would have a larger impact on the school community (the gym and mini gym are currently used for extra curricular, the gym only has capacity for 210 students with tables and chairs etc)

Other information was discussed including:

-Updates to student lunch monitor program (All classes with a monitor will now also have staff supervision at all times and lunch monitors received a review of intended duties and a laminated card)

-lead custodian is the mandated staff to hold a first aid certificate: will request she carry walki talki at all times during school hours

-while union rules indicate that teachers are not required to have first aid training and are not required to disclose whether or not they do, all staff receive yearly in school training in the areas of anaphylaxis, diabetes and asthma.

-binders with relevant student medical care plans are located in each classroom and a master binder is in the office and in the staffroom

-TLDSB does not currently support paid lunch room supervision however parent volunteers with a current police record check and signed confidentiality agreement are welcome to support and supplement nutrition break supervision

**Note:** it was noted that both the Trustee and the Superintendent would attend the next parent council meeting April 17<sup>th</sup>.

#### **Discussion from tonight's parent council meeting included:**

-Review of newly implemented changes at LFPS. Specific concerns reported about whether the grade 2 portables were receiving the intended staffing. The one portable has an EA who stays for nutrition breaks and the other portable has the teacher on duty in at all times. If there are concerns over possible absences please contact Darla and/or Angela directly so they can follow up. Some concerns raised over the junior hall having one teacher on duty between 5 classes (which means approx 4 min of direct supervision per class over a 20 min nutrition break). If larger parent community has ongoing concerns with this then further discussion/review would be needed to explore potential solutions while minimizing loss of student activities.

-Update from parents of student who had choking incident while unsupervised:

-There are no incident reports in elementary schools across the Board

-Concerns that the little documentation that was received does not accurately describe the event and does not include a statement from the child directly involved

-Still trying to obtain information re: school board insurance

-Children still noting absences in staff supervision

**Outcome:** 1)Darla will meet with child involved and take her statement of facts (if parents wish this)

2)Paul Goldring will provide parents with information for OSBIE (school board insurance provider)

-Q&A with Superintendent:

-Lunchtime supervision issues are province wide and longstanding. Parent council notes that the established status quo does not meet basic safety standards for students and recommends that the issue be viewed as a priority

-The allowed minutes of supervision per teacher per week is a provincial Ministry of Education regulation and is capped at 80min max. However when the regulation came into effect, each individual school submitted the number of minutes of supervision per teacher per week at that time and that was the maximum established for that school going forward. LFPS is capped at 71 minutes of supervision per teacher per week. This cannot be altered and is a Provincial Ministry of Education regulation.

-Inadequate funding is a barrier to adequate supervision. Discussion was held re: the specifics of the TLDSB budget and the amount of surplus/deficit there was.

- policy re: parental notification of injury/incidents. Only policies that exist are TLDSB policies (accessible online) and the only one that specifically addresses parental notification is the Concussion/head injury policy. All other notifications are discretionary.

**Follow up actions:**

-trustee will take discussion and parent concerns to Trustee group

-superintendent will take discussion and parent concerns to senior admin team of TLDSB

-Parents:

-attempt to increase awareness of issue, connect with other school councils to coordinate efforts and increase scope of the parent voice, prepare draft form letter to circulate to parents and community to send to TLDSB and ministry of Education, request to present as a delegation to a meeting of the TLDSB.

Note: Board meetings are once/month: May 28<sup>th</sup> and June 10<sup>th</sup> are last meetings for the year

Note: Catherine Seddon as head of communications for the TLDSB should have contacts for the chairs of all parent councils. Next district parent council meeting is May 9<sup>th</sup> but agenda is fixed for a presentation so no discussion time will be available.

**Plan:** Beckie will request list of contacts for other parent councils.

If able to connect in timely fashion consider attempting to meet as a CKL parent group to coordinate efforts around next steps

**LFPS parent group will meet again next week to continue planning next steps.**

**C) Approval of previous minutes from March 27, 2019**

**Changes/amendments:** none noted

**Moved:** Jen Curtis

**Second:** Lisa Grozelle

**MOTION CARRIED**

**D) New Business**

1) Parent Council Membership Updates:

-Resignations received from Angela Field and Evan Lang due to other commitments. Thanks to them for all their time and contributions over the years.

-Darla did not receive a reply from Vi Jayaragavan (not attended any meetings this year so far) so their position is considered vacant at this time

- Nicole O'Keefe attended parent meeting April 10<sup>th</sup> so position is not considered vacant at this time.

-following TLDSB constitution rules, interest was received from the parent community and the following parents were appointed to fill the three vacant positions: Jennifer Curtis, Jennii Larocque and Erin Matthew.

2) Culture Night

- Greater than expected response (almost 400 people)

- Looking for further workshops to increase capacity

- 2 from school (thanks to Mme. Davies and M. Thibadeau)

- 2 from Jaycee's contacts

- Ideally looking for at least 2 more ideas and volunteers to run them. Please send any ideas to Jen Mabee in the next 48hrs

3) Parent Council funds-spending

- Email circulated to members ahead of meeting outlining spending ideas received and costs associated
- Items included funds for Spring Fling, don't walk in the hallways decals, end of year student fun day, bussing for end of year class trip, garden workshop, duffle bag theatre, breakdancing with Jimmy Chapman, Science in the classroom program.
- Some ideas were deferred due to timeframes, permits required, supervision and/or insurance issues.

**Motion: to allocate \$500 for Spring Fling, \$700 for duffle bag theatre , \$3000 for breakdancing with Jimmy Chapman (includes 3 visits to school for all students) and \$4000 for Science in the Classroom.**

Note: some of these events are booking into next school year already so while payment will occur this year the activity may not take place until next school year. Total of \$8200 would be spent.

Note: at this time Angie Shows had proxy vote for Julie White.

**All voting members unanimously agreed: MOTION CARRIED**

4) Spring Fling:

- Planning for June 6<sup>th</sup> as a parent engagement event. **CANCELLED- email vote April 18 2019**

Spring Fling - cancelled for June 6, 2019: due to the overwhelming interest in Culture Night, the activity ideas and grant money was given to Culture Night so all could participate by adding additional sessions. We would like to revisit 'Spring Fling' and change it up by offering a different event at a different time of year. Watch for more news to come regarding this new fall event. Volunteers are welcomed to join the planning committee.

- Proposal summary attached and reviewed.
- Contact Amanda Chevrier, Beckie Kellett or Lisa Grozelle with donations or to volunteer.
- Need a plan for rain date/alternate spaces
- Send request to Darla for messenger message to go out and for inclusion in newsletter

5) Review of proposed changes to legislation: defer to next meeting

**E. Subcommittee updates**

1) School Council constitution:

- Draft circulated to all voting members ahead of meeting as discussed during March 27h meeting when notice of intent to change was provided. Darla included a couple of minor additions per TLDSB review.

**Note:** 2/3 of vote must be in favour for motion to be carried.

**Motion: to adopt new parent council constitution as circulated.**

**All voting members unanimously agreed so MOTION CARRIED.**

2) Outdoor project

-deferred to Next meeting

3) Head Checks

- deferred to next meeting

## **F. Regular standing updates**

### **1) Principals report:**

- ROBOTICS TEAMS to GRAVENHURST tomorrow (thanks to parent council for purchasing additional kits)
- battle of the books :finished 5<sup>th</sup> place
- basketball intramurals finished
- French club, choir, dodgeball continue
- welcome to Kindergarten April 23<sup>rd</sup> 5:30pm. Note: approx. 63 registered for Kindergarten next year. Only 52 grade 6 students who will be leaving. Issues around school size will continue.
- pedal for hope upcoming
- grade 6 farewell committee is being established. More info will come. Casual event for dual steam.

### **2. Financial update**

- opening balance of \$11,614.00 available
  - Motion above to spend \$8200

### **3. CPF update**

Not available/deferred

### **4. childcare update**

- currently wait list for service

### **5. District Parent Council**

- Next meeting is May 9<sup>th</sup>. Registration required for this meeting due to workshop being provided on unconscious bias.

## **G. Ideas for newsletter**

- will follow up for May newsletter

**Next Meeting Dates: May 15<sup>th</sup> and June 5<sup>th</sup>**