

Balaclava School Council Meeting Agenda

Date: October 30th, 2020 11am

Attendees: Cheryl Hue, Kelly Rizzo, Erin Meanchoff, Ellie Millard, Samantha Forrest, Lesley Ardon, Erin Bell, Joanne Fulsom

Meeting Commenced: 11:04am

Meeting Adjourned: 12:20 p.m.

Item #	Discussion	Name
1	Approval of Minutes – Feb 4 th 2020	Kelly Rizzo, Samantha Forrest
2	Formation of new School Council	All
3	School Report	Kelly Rizzo
4	Chair’s Report	Cheryl Hue/Erin Meanchoff
5	Home and School Report	Ellie Millard
6	New Business	All

Item 2: Forming New School Council:

1. School Council Nomination/Election (Secretary, Community Rep)

Confirmed:

- a. Chairs: Cheryl Hue, Erin Meanchoff
- b. Principal: Kelly Rizzo
- c. H&S Rep: Ellie Millard

Open:

- d. Secretary
- e. Members at large (up to 5)

Item 3: School Report

1. Cognitive (learning/achievement); Environment (physical/social); Community (within school and within parent/caregiver community)
 - a. 300 students in person and 37 students virtual (net difference of 1 after November switch)
 - b. If students are virtual, they had to be released from Balaclava, but have been asked to add them back in order for Balaclava to communicate with them. – **Kelly to confirm that these remote learners are getting the communications**
 - c. Meet the Teacher is currently on hold
 - d. Devices that had been loaned out to Balaclava students have all been returned to the school, although the devices that Balaclava loaned to other schools have not been returned. Given there is a shortage at Balaclava, students are able to bring their iPads/laptops. If students have to share, they are sanitized between use

- e. Music – Balaclava was given a part-time position for the 2020/21 school year although with the Fall reorganization, this position was deemed surplus. Mr. Nicks has been working within Covid-19 protocols (more theory, less instruments)
- f. Progress Reports sent out Oct 29. There is a section at the bottom of the reports where teachers/students are encouraged to fill out. Envelopes are to be returned to be used for T1/T2
- g. Reorganization – closing 3rd Kindergarten class which resulted in several surplus staff. If student population increases, will be able to call back staff in order of seniority. Some of the surplus staff remain in the school and working remotely.
 - i. First reorg prior to school commencing was due to remote vs. virtual
 - ii. Second reorg in October was the standard annual reorg based on actual enrolments vs. estimated in the Spring. Approx 1700 students difference (predominantly kindergarten) in HWDSB did not ‘show up’ at the school this year although they registered and therefore budget was not given.
 - iii. Mme Rock is surplus part-time but is still teaching French

Environment

- h. Work done over the summer was mainly in preparation for return to school: Ensuring HVAC system functioning; addressing carpet and seating within the school; installing Plexiglas where children are less than 1m apart H2H
- i. Will be replacing the school gymnasium curtains (likely black) in the future; working with board to try and have this expense covered centrally
- j. Removal of dead trees in progress (majority are Ash) – leaving the stumps as they will grow back as a bush. If this works then will leave, but if they become site limiting/risk, will remove
- k. Transportation – driver shortages are creating a challenge. There are two routes that are delayed 20-25 minutes a day. Recommend parents to sign up for bus route notifications

Community

- l. Parent pick-up and drop-off has been unsafe due to increased volume. The school has created pick-up/drop-off protocol as well, the city has put up ‘no-stopping’ signs to support safer pick-up/drop-off
- m. Fundraising/Extracurricular have been paused
- n. Vision work – continuing this through the Thought Exchange which will support understanding what the community priorities are for both caregivers and students (requires parental consent)
- o. Webpage has weekly updates (Friday’s)
- p. Over the last few weeks, have seen an influx of parents dropping off items at the school. Need to continue to limit this to ensure minimal interaction/less touchpoints

Item 4: Chair’s Report

1. Update to School Website
 - a. A new synopsis re School Council has been created and has been posted
2. Rural School’s
 - a. Rural School’s will continue this year as HWDSB was able to get quorum at the end of last year

Item 5: H&S Report

3. Samantha Forrest is Chair of H&S this year, Ellie, Lesley and Heather remain on the board.
4. The activities that HS can do currently are quite limited but looking at ways to communicate and have virtual activities

5. Looking to continue to promote involvement in H&S

Item 6: New Business

1. Decide on School Council Meeting Dates
 - a. Evening vs. Daytime meetings
 - b. Dec 1st 6:30pm-7:30pm
2. Discuss any topics that attendees would like covered at these meetings
3. AOB
 - a. Can School Council meetings be recorded and posted on the School Council HWDSB portal? No they cannot be recorded.
 - b. PIC – November 4th – will send out the invite to the attendees.

Bylaws

Article VI – Composition of School Council

	Minimum	Maximum	Voting Member
Parents/Guardians	5	20	Yes (5)
Principal/Vice Principal	1	2	No
Teacher Representative	1	1	Yes (1)
Senior Student	0	2	No
Community Representative	0	2	No
Home and School Representative	1	2	Yes (1)
Total	8	29	7

Article VII – Duties and Scope of School Council

School Council may make recommendations to the principal or the HWDSB on any matter. Advice provided to the principal or the HWDSB will be based on the general views of the school community and the best interest of all students in the school. It is expected that School Council will consult with parents of students enrolled in the school about matters under consideration by the council (Reg. 612/00).

Matters to the HWDSB may include, but are not limited to:

- a) Establishment or amendment of board policies and guidelines that relate to:
 - i) Student achievement;
 - ii) Conduct of persons in schools;
 - iii) Appropriate dress for students
 - iv) Allocation of funding by the board to School Councils;
 - v) Conflict resolution processes for internal school disputes; and
 - vi) Reimbursement by the board of expenses incurred by members and officers of School Council.
- b) Development and implementation of plans for new initiatives.
- c) The process and criteria applicable to the selection and placement of principals and vice-principals.
- d) Board action plans for improvement, based on the Education Quality and Accountability Office's (EQAQO) reports on the results of tests of pupils and the communication of those plans to the public (Reg. 612/00).

Matters to the Principal may include, but are not limited to:

- a) Establishment or amendment of school policies and guidelines that relate to student achievement or to the accountability of the education system to parent/guardians, including a local code of conduct and appropriate dress for students in schools (Reg. 613/00).

- b) Development of implementation plans for new education initiatives (Reg. 613/00).
- c) School action plans for improvement based on the EQAO's reports on the results of tests of students, and the communication of those plans to the public (Reg. 613/00).
- d) Preparation of the school profile.
- e) School budget priorities, including local capital improvement plans.
- f) School, community, and parent communications strategies.
- g) Extra-curricular activities in the school, and use of the facilities by the public.
- h) School fundraising programs that will benefit all children in the school.
- i) School based services and community partnerships related to business, social, health, recreation, and nutrition programs.
- j) Development, implementation, and review of board policies at the local level.

In addition to the above, the School Council is responsible to ensure the election and appointment of new members to School Council according to the School Council bylaws.

Vision Exercise – performed by School Council members in attendance on February 4th, 2020

- On sticky notes, members were to write down what they value in relation to learning/academics at Balaclava in the following three domains:
 - Emotional
 - Physical
 - Social
- Sticky notes were then organized into common themes within each of these three domains
- Attendees then took these common themes and brainstormed through a root cause analysis of how they could be achieved

Root Cause Example:

Q. What must happen for staff and students to feel supported?

A: They must feel like they have someone they can talk to.

Q. How would someone know that they have someone to talk to?

A. They have to know that they will not be judged and are in a safe place