

École Sir William Osler

Parent Council Meeting Minutes

Date / Time : February 23, 2023, 6pm

Meeting Location: Virtual Meeting

Meeting Chair: Caitlin Buchel

Minutes Taken By: Rebecca Simpson-Litke

(14 participants)

Chair Greeting (Caitlin)

- Minutes from January 2023 – moved by Amy, seconded by Avery, approved

Treasurer and Lunch Program Report (Amy)

- PAC account is \$10,026.23
- Lunch Program account is \$45,086.90 – still some cheques and milk money coming in/going out
- A family is leaving the school and would like lunch program fees to be prorated with the remainder to be reimbursed – this is approved
- Does the late payment policy need to be reviewed? – we've recently had a couple of late payments and NSF cheques, but the bank doesn't appear to be charging us for this – should we re-evaluate our policy about charging parents for NSF cheques? – we should wait to make sure the bank won't be charging us at a later date – as for late payments, it may have been more of an issue in the past when we may have had a cash flow problem? – it's good to keep the policies as incentives to keep cheques coming in in a timely fashion – if a cheque is over 5 days late, the child may be assumed to no longer be enrolled in the program
- **ACTION:** Amy will make some suggested revisions to the policy and will bring it back to the next meeting

Principal's Report (Mme Ostermann)

- **Drills** – 6/10 fire drills now completed, 1 evac, 2 lockdown – next lockdown is our last, will happen after spring break
- **Illnesses** – reminder to keep kids at home if they are ill until symptoms improve and they can participate fully in regular activities
- **Lunch Program** – still looking for 1-2 monitors – please forward potential names to Caitlin
- **Global Sustainable Development Goals** – composting is going well, school garbage is way down
- **Staffing** – not yet decided – enrolment still in flux, issue with daycare space may be affecting enrolment – most families have turned in intention to return forms
- **Report Cards** – will go home March 13 – student-led conferences will take place March 15-17 – Wednesday evening for N/K, Thursday evening and Friday morning for N-6
- **Winter Fun Day** – Friday, March 3, 1-2:30 – will be making use of curling rink

École Sir William Osler

Parent Council Meeting Minutes

- **Concours d'art oratoire** – school competition takes place March 6, 8:30-9:30 – division finals take place on March 14, 6:30 at our school
- **Freeze Frame** – taking place on March 6 or 7, depending on which film students are viewing
- **Spirit Week and Fun Lunch** – March 20-24 (week before spring break)
- **Spring Break** – March 25-April 2

Teacher Representative (M.Rozière)

Fun Lunch Volunteers (Caitlin)

- Next Fun Lunch is Thursday, March 23
- Avery and Caitlin have met with lunch program staff to get feedback
- On fun lunch days, staff haven't been getting enough time to eat their own lunches
- Can we find parent volunteers to help with receiving and distributing food? 11-11:45?
- **ACTION:** Caitlin will put together a Sign-Up Genius poll to solicit volunteers

Lunch Program Update (Caitlin)

- We hired a community member (Shirley) and are looking to hire a couple more people
- **ACTION:** Caitlin posted on River Heights Community Facebook group and will try again
- **MOTION:** After a new employee's probationary period has passed, the Lunch Program will reimburse that employee for any background checks (eg: criminal record check that includes the vulnerable sector search) that were required for employment. Moved by Denise G, Seconded Amy C, approved.

Glenlea Fundraiser Update (Caitlin/Denessa)

- The letter to parents will be going out soon informing them that we are participating in this fundraiser again this year and providing the link and instructions.
- Our delivery date/date for parents to pick up this year is Monday, May 15th, 2023.
- We will likely reach out to parents for volunteers closer to that date.
- A big thank you to Denessa for coordinating this fundraiser again this year.

Playground Committee Report (Lauren/Meghan)

- Will coordinate with the division's expansion committee to ensure kids still have spaces to play during the upcoming construction

French Immersion Meeting Update (Kirsten/Mme Ostermann)

- 4.1% (about \$8.5 million) increase in the WSD budget – no programs will be cut
- Discussed curricula, strategies for recruitment of teachers, etc.
- There is a general shortage of French immersion teachers

Yearly Planning Document (Caitlin)

École Sir William Osler

Parent Council Meeting Minutes

- For fundraisers, staff appreciations, etc. so we can stay organized and don't have to reinvent materials
- **ACTION:** Avery will prepare this document for review at the next meeting

NEW BUSINESS

School Expansion Feedback & Discussion (Caitlin/Avery/All)

- Background:
 - Our catchment schools are full, hence the need for our expansion
 - Information about what the expansion will look like has been sent out
 - Parents were asked for comments and quite a bit of written feedback was received
 - Q. Where are these comments/questions going? – A. Some questions can be answered by PAC members, others will need to be passed along to the division/city – Mme O will share information that she receives
 - All parents and guardians of SWO students are part of PAC, and can vote on issues at our meetings – we also attempt to engage with parents/guardians in other ways so people can provide feedback on any actions that might be taken by PAC
- We received quite a bit of feedback with the majority sharing excitement about the perceived benefits of expansion and positive impacts on students. There were also questions and concerns regarding issues like traffic, greenspace/playground, the parking lot, and communication with community members. Caitlin has grouped comments into trends, with number of comments in each area recorded.
- A spreadsheet with detailed information will be attached to the Minutes. Please see both tabs of the spreadsheet for a general overview and detailed breakdown of comments and PAC action items.
- Caitlin went through each area (see spreadsheet), summarized the comments. She, Dominique, and Avery provided any relevant information regarding the questions/comments raised (e.g. is this issue being addressed? If so, what do we know about how it's being addressed). Discussion was then opened to all those at the meeting to ask questions, make comments, and request follow-up. All of this will also be summarized in the spreadsheet.
- Based on discussion and a request from tonight's meeting, Mme Ostermann will request the possibility of a "preview" meeting between PAC and the division's expansion team, prior to the second community consultation.

École Sir William Osler

Parent Council Meeting Minutes

Meeting Adjourned (Caitlin) 8:01pm

- Next meeting is April 18