

Oakenwald Parent Advisory Council (OPAC)

Learning for life in a safe, caring place.

Meeting Minutes - Approved

Wednesday, October 27th, 2021, 7:00 pm

Location: MS Teams virtual meeting

In attendance: Cassandra Acland, Shaista Anjum, Mani Bhujel, Smriti Bhujel, Laura Funk, Tracy Gumprich, Andrew Isaacs, Kathryn Labiuk, Pauline Lauder, Barry McKay, Suzanne Millar, Amanda Robinson, Nadia Selby, Stacy Snyder, Muhammad Khalil Tahir, Tanis Thiessen

1. **Call to order** - Suzanne called the meeting to order at 7:03 pm
2. **Welcome/introductions** - Suzanne welcomed everyone and introductions were made.
3. **Adoption of meeting agenda and September minutes** - No changes were requested by attendees to the agenda or previous meeting minutes.
4. **Financial Report** – Barry presented - indicated that the bank balance is the same as last month. The Munchalunch start up fee of \$350.00 will be expensed soon; expense cheque must be co-signed by Donna. The Peak of the Market fundraiser and Subway Lunch fundraiser may also incur expenses soon.
5. **OPAC email address** - Barry will set up email addresses and accounts for the OPAC Chair (currently Suzanne) and the OPAC Executive. The cost of the domain will be expensed to OPAC.
6. **Principal's Report** – Tanis presented - Current enrollment at 179. A change in COVID restrictions resulted in new lunch seating arrangements as of October 18. Assemblies will continue to be virtual. School clothing orders must be placed by October 30. Student patrols have resumed. Reviewed the annual school plan for 2021-22, prioritizing mental health and engagement in learning. Discussed Manitoba School Library Day and the grant monies received for classroom library books and school library books. Halloween will be handled on a homeroom basis, no food allowed to be shared. Remembrance virtual assembly will be held November 10 at 11am.
 - a. **Safe Schools Advisory Committee Report** - Changes include: visitors to school must show proof of full vaccination (card or print out), as required by the school division, masks must be worn by all grades, and there is now a rotating custodial team performing the increased cleaning procedures that were implemented last year.
7. **Teacher Representative** – Ms. Tracy Gumprich expressed her thanks
8. **Upcoming Subway Lunch** - Pauline presented - the lunch has been set up for November 25, and is open only to students registered in the lunch program due to the current 2m distancing requirements.
9. **Upcoming Fundraiser** - Cassandra presented - Peak of the Market orders are open now

through Munchalunch until Nov 9. Delivery will be Nov 18. Fully vaccinated volunteers can be signed up now.

- 10. MAPC Registration** - Suzanne presented - has received information about registration, and can send a website out for review if this is something OPAC will pursue.
- 11. Library Donation request from Kathy Kurbis** - Andrew made the following motion, seconded by Amanda: OPAC will donate \$2500 to the school for books, split between the classroom libraries and the main library. \$1250 to classroom libraries and \$1250 to main libraries. Motion passed. Suzanne suggested the donation could be used for student driven requests for library book titles. Tanis suggested contacting the school library technician who has started to get a wishlist from students.
- 12. Other business: Staff Appreciation** - Suzanne presented - OPAC will organize a December staff appreciation event (and again in the spring). COVID requires only purchased food be provided. Nadia offered to assist. Suzanne made the following motion, seconded by Nadia: OPAC will contribute \$250 towards a staff appreciation event. Motion carried.
- 13. Short round table discussion** - Tanis is requesting feedback about the new lunch arrangements from students.
- 14. Future meeting** - Wednesday, November 24, 2021, 7:00 pm
- 15. Adjournment** - Suzanne made a motion to adjourn at 8:29 PM.

Principal's Information Report for OPAC October 27, 2021

1. **Enrolment** – 179 students (we had 181 students last year at this time)
2. **Thank You Parents**– thank you so much to all our families for flexibility as we handled tri-conferences via Microsoft Teams as well as telephone in October. Your ongoing understanding and patience with us as technology provided some curve balls was very much felt and appreciated.
3. **COVID Restrictions** – Schools are now required to ensure that when students and staff are eating and/or drinking, that a minimum of 2m distancing is maintained. We put our 2m distancing plan into place for lunch on October 18, utilizing all classrooms plus the gymnasium to ensure proper distancing during the eating portion of cohort lunches. We are also limited to student gatherings no larger than one class: we will continue to utilize virtual assembly connections as we did last year.
4. **School Clothing** – this is the last week for online school clothing orders to be placed (by October 30). <https://oakenwaldschool2021.itemorder.com/shop/sale/>
5. **Student Patrols** – grades 5 and 6 student patrols officially began on Monday this week. Please be respectful and safe as you travel to and from school. Students have been practicing their roles with our Patrol Supervisor Ms. High for a few weeks before heading outside this week.
6. **School Plan 2021-22**– with the ongoing pandemic, we are prioritizing mental health and engagement in learning for 2021-22:
 - i. By June 2022, students will share evidence that they are deeply and meaningfully engaged in their learning.
 - Staff will be exploring the use of Mathology (K-4), MathUp (5-6), and Leveled Literacy Intervention (K-6) to reach all students with numeracy and literacy
 - Regular virtual assemblies will continue to connect the classrooms
 - ii. By June 2022, students and staff will share evidence of meaningful engagement in individual and collective well-being and well-becoming.
 - Self-regulation strategies will be explored through the Zones of Regulation program
 - Various grades will use Project 11 mental health resources, and the Manitoba Government's Thrival Kits (grade 3-6) to build strategies for mental health.
7. **Manitoba School Library Day** (October 25) – we celebrated books and reading by Dropping Everything And Reading (D.E.A.R.) at 11am, with many other schools across the province. Teachers were also very excited to find out that homerooms are each receiving \$500 to spend on classroom library books, and our school library is receiving \$1000 to purchase new books – grand total of \$5000 in grant monies. Yahoo!
8. **Halloween** – individual homerooms are handling Halloween conversations with their students. Due to pandemic protocols, we cannot have any food shared from home (even if purchased). We will have a virtual assembly for all classes during the morning of Friday October 29.
9. **Remembrance Assembly** – virtual assembly being planned for November 10 at 11am for all classrooms. A reminder that schools are closed on Thursday November 11 for Remembrance Day.

Safe School Advisory Committee Annual Review October 27, 2021 (new items highlighted)

OPAC (existing committee) is designated for review of “code of conduct and emergency response plan” prior to October 31 annually.

- a. Code of Conduct – school specific code is distributed through the agenda as “Oakenwald Behavioural Expectations” and includes reference to Kindness, Cooperation, Respect – as well, classroom agreements in age-appropriate language are in each classroom. Restitution approach is used throughout the school when inappropriate choices are made. The division-wide Standard of Behaviour is the over-arching document, available online at the division’s website.
- b. Bus behaviour handout is given to students upon registration for transportation, and reviewed with students in fall and spring. Bus evacuation is practiced in fall and spring.
- c. Emergency Response Plan highlights (#1-5 in agendas)
 - i. Fire Drills: at least 10 per school year
 - ii. School Closure: information will be posted on Pembina Trails website, through local radio stations CBC and CJOB, tweeted from @oakenwaldowls
 - iii. Indoor recess: when raining steadily, or when wind chill factor at The Forks or our school weather station reaches or exceeds -27C (note that we will continue to shift towards more outside time, including when it’s raining steadily but lightly)
 - iv. Nut Aware School: avoid sending ANY items with (traces of) peanuts, nuts, nut oil(s) – we have both students and staff who have anaphylactic reaction to the smell of, or touch of, nuts and nut oil(s).
 - v. Shellfish Aware School: avoid sending ANY items with (traces of) shellfish (shrimp, clams, mussels, lobster, crab, etc) – we have staff who have anaphylactic reaction to the smell of, or touch of, shellfish/oils. Please be aware that daycare staff have anaphylactic reactions to fish. If your child is in daycare, please speak with daycare staff for more direction.
 - vi. Scent Aware School: avoid using products with strong scents. Perfumes and colognes, scented lotions and markers in particular are triggers for individuals with anaphylactic reactions to scents.
 - vii. **Visitors to the school**: with all exterior doors locked this year, we continue to use the video doorbell at the top of our wheelchair ramp at our front entrance. This allows visitors to buzz the front office and chat with the secretary regarding their purpose for the visit before being “buzzed in” (remote door unlock system). COVID-19 protocols now require showing **proof** of full vaccination for all visitors and volunteers, as well as sanitizing and signing in (and out) at the office, filling in a one-page survey answering COVID-19 screening questions, obtaining a visitor “sticker” to identify themselves, and only then being allowed to continue to their destination within the building.
 - viii. **Control of Visitor Access**:
 1. Student pick-up: must always be through the main office (use our doorbell with “chat function” at our main entrance or call ahead; ID may be requested to be shown (in the case of substitute secretaries who do not know our parent population, or if we have not yet met parents face-to-face)
 2. Within the building: **proof** of full vaccination status required; ID visitor stickers worn; exterior doors locked (during the day).

3. Inside or outside the building: “unknown people” will be approached, asked if they can be assisted, and their reason for being at school. They will be directed to the main office to connect with office staff for assistance.
- ix. Lockdown Drills: at least two (one will occur in early autumn, one in spring)
 1. Parent letter will be sent home prior to the drill
 2. Age-appropriate language will be used
 3. Plan includes scenarios for “hold and secure” (when we need to stay in the building as there is a threat outside the building), “shelter in place” (sometimes due to extreme weather or due to incidents in the community when the police request us to stay in the building), as well as “lockdown” (when there is an emerging threat/intruder situation).
 4. Division has trained all administrators in A.L.I.C.E. approach (Alert; Lockdown; Inform; Counter; Evacuate) – staff have been made aware of the approach and encouraged to think creatively during a real-life event. Students participating in lockdown drills will participate in age-appropriate ways as directed by the teacher.
 - x. Tornado Drills (Severe Weather Drills): one in fall, one in spring.
 1. First Aid/CPR: is tracked – lunch supervisors trained (currently 6 active), currently 6 teachers and EAs trained (including PE teacher)
 2. VTRA training – principal trained in level I and II Violent Threat Risk Assessment
 3. NVCI training – principal, resource teachers, and at least one EA and one teacher rep are trained in Non Violent Crisis Intervention techniques
 4. Evacuation site: Ecole Viscount Alexander
 - xi. COVID-19 safety protocols:
 1. Meeting all current public health directives, including:
 - a. 2m distancing where possible (for lunch time during eating portion), and minimum 1m distancing when seated in classrooms
 - b. Three cohorts of maximum 75 students
 - c. Staggered recess and lunch for cohorts
 - d. Masks worn by all grades and all staff, where 2m distancing not possible
 - e. Clearly marked maximum numbers in smaller spaces such as office, washrooms
 - f. Detailed tracking of all cohorts and visitors via seating plans, sign in and out protocols
 - g. Sanitizer stations throughout the building, hand wash stations in all homerooms
 - h. Safe work procedures for handling items entering the building from “outside”, including library books
 - i. Protocols for extracurriculars, which will be fewer this year
 - j. Increased cleaning, with specific virucidal products, and an added rotational custodial team to meet these demands
 2. Field trips continue to be on hold (bus drivers are in short supply!)
 3. Further information on COVID-19 protocols, updated regularly, available at <https://www.pembinatrails.ca/COVID-19/Pages/default.aspx>