

# Oakenwald Parent Advisory Council (OPAC)

*Learning for life in a safe, caring place.*

## Meeting Minutes

Wednesday, September 30, 2020. 6:30 p.m.

Location: MS Teams virtual meeting

In attendance: Rajawatta, Crystal Wenden, Suzanne Miller, Rai-Ann Hulme, Dave Bryski, Andrew Isaacs, Barry McKay, Tania Anderson, Damon Joiner

- 1. Call to Order:** Andrew called meeting to order at 6:36
- 2. Opening and Introductions:** Andrew welcomed everyone and did introductions
- 3. Approval of September Agenda:** Dave made motion, Barry second to approve minutes and agenda. Motion Passed
- 4. Principal's Report/Safe School Report:** Tanis presented principal's report . Highlights: enrollment is at 187 as of September 30 with a few students exiting for home schooling; staffing comings and goings reviewed; reviewed work done through summer; restated nut free, scent-free building; reviewed modified lunch program. Delivered School Safe report annual report. Highlighted some changes made to better handle pandemic measures.
- 5. Treasurer Report:** Barry delivered treasurer's report, bank balance at same amount as in June. Donna needs a receipt from Rackworks to show we paid in order to have reimbursement from the division. Barry will contact the seller and provide a receipt to the division.
- 6. Fundraising Report:** Nothing to report. Fundraising not possible currently. Suggested Betinna come to OPAC for any equipment that would help with the cleaning requests that the school is not paying for.
- 7. Executive Elections:** Isaac presented list of positions as circulated in agenda. Dave made motion to accept slate of candidates. Crystal seconded. Members voted slate of candidates in as presented.

Andrew Isaacs:	Chair
David Bryski:	Vice-Chair and Secretary
Barry McKay:	Treasurer
Crystal Wenden:	Fundraising
Shira Wood:	Pizza Lunch Coordinator
Events Coordinator:	Position likely suspended for all of 2020/21 school year

- 8. Short Round Table Discussion:** Suzanne reminded that awnings were approved last meeting and has the information for them. Will forward to Barry and Dave for Barry to purchase online.
- 9. Future Meeting Plan:** Future meetings to be held on last Tuesday or Wednesday of each month. Time TBD
- 10. Dave made motion to adjourn at 8:15PM.**

**Principal's Information Report to OPAC**  
**Sept 30, 2020**

1. Enrolment update – 187 students (last year we began in September with 200 students). We have had a few students exit for homeschooling this year. We are thankful that in the September 30 attendance reporting, the attendance process will acknowledge that in pre-pandemic times, those families would have continued attendance at the school. We are also thankful that we have more Kindergarten students this year than we anticipated (or predicted). The K class is our largest class (27 students), and our largest physical space (thankfully). We have one teacher and two very capable EAs supporting this lovely group of little people.
2. Staffing update
  - a. Ms. Manon Stovel has been rehired as a half-time EA. Ms. Suzanne Simpson has been rehired as a temporary teacher librarian. Ms. Leah Sweetland has been hired as our library technician. Mr. Davor Dzaic continues as our temporary head custodian. Our website has a full list of staff members.
3. Summer work:
  - a. Keyless staff entry – all staff now have programmed “fobs” that they can swipe at the front entrance to enter without a key.
  - b. Exterior Video/Chat “Doorbell” – video feed, chat feature attached to our new doorbell at the top of the wheelchair ramp at our front entrance. This is a direct link to the office which allows us to determine the purpose of any visitor arrival prior to “buzzing them in” (unlocking the door remotely).
  - c. Extensive rearrangement of furniture and marking of floors, for proper furniture placement to maintain 1m distancing when seated in classrooms. We are thankful that every class in our building has enough space within it to accommodate all students this way. (our smallest class size is 21, our largest class size is 27)
  - d. Extensive analysis, and creation of, safe work procedures completed for use during the pandemic.
4. We are Nut Aware, Shellfish Aware, Scent Aware:
  - a. we are "nut aware" - this means we ask that all things with nuts or nut oils not be brought into the building
  - b. we are "shellfish aware" - this means we ask that all shellfish (shrimp, scallops, mussels, clams, oysters, lobster, crab...) not be brought into the building. Note that fish without shells (tuna, salmon, etc.) are quite fine to be brought in (UNLESS your child is in daycare – they do not allow tuna).
  - c. We are “scent aware” – this means we ask that all strongly scented products (perfumes, colognes, body sprays, lotions, scented markers) not be brought into the building.
  - d. All of these items in a-c above could cause anaphylactic reactions for multiple people in our building. Thank you for continuing to keep our spaces safe, caring and inclusive for all.
5. Other highlights
  - a. Strong Beginnings – Sept.24 and 25 – we continue to appreciate the division’s support of these very important assessment days for students and teachers. Students had an opportunity to show what they know, and what they could learn next. Teachers use these assessments to help plan instruction.
  - b. We continue to be thankful for our full-time lunch supervisors. We have a full cohort of 7 supervisors and one coordinator, supervising 14 spaces during the lunch hour when eating. Each homeroom has a secondary space designated to allow for 2m minimum distancing while eating. When students are finished eating, they return to be together in their classroom and outdoors for staggered outdoor time.

## Safe School Advisory Committee Annual Review September 30, 2020 (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 have a wonderful new 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). New COVID-19 protocols include 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 new 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: 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 November, 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 (lunch time this is guaranteed for eating safely), and 1m distancing when seated in classrooms
    - b. Three cohorts of maximum 75 students
    - c. Staggered recess and lunch for cohorts
    - d. Masks worn by grades 3/4 W, 4/5 J, 5/6 B, 6 M and all staff where 2m distancing not possible
    - e. Clearly marked, distanced arrows in hallways for traffic flow and to indicate 2m distancing when stopped in hallway
    - f. Clearly marked maximum numbers in smaller spaces such as office, washrooms
    - g. Detailed tracking of all cohorts and visitors via seating plans, sign in and out protocols
    - h. Sanitizer stations throughout the building, hand wash stations in all homerooms
    - i. Safe work procedures for handling items entering the building from “outside”, including library books
    - j. Protocols for extracurriculars, which will be fewer this year
    - k. Increased cleaning, with specific virucidal products, and an added 4hours/day custodial time to meet these demands
  - 2. Field trips continue to be on hold

3. Further information on COVID-19 protocols, updated regularly, available at <https://www.pembinatrails.ca/COVID-19/Pages/default.aspx>