

Oakenwald Parent Advisory Council (OPAC)

Learning for life in a safe, caring place.

Meeting Minutes - DRAFT

Wednesday, September 29th, 2021, 7:00 pm

Location: MS Teams virtual meeting

In attendance: Cassandra Acland, Busola Ajibola, Taiwo Browne, Andrew Isaacs, Kathy Kurbis, Pauline Lauder, Barry McKay, Suzanne Millar, Manisha Negi, Amanda Robinson, Nadia Selby, Tanis Thiessen, Yair Trejo

1. **Call to Order:** Andrew called the meeting to order at 7:00pm (?) - please correct as needed
2. **Welcome/Introductions:** Andrew welcomed everyone and did introductions
3. **Adoption of meeting agenda and June minutes:** Minutes were not available at the start of the meeting and will be approved at the next meeting (October).
4. **Principal's Report:** Tanis presented the principal's report . Highlights: enrollment is at 181 as of September 29; staffing update reviewed; reviewed work done through summer; restated nut aware, shellfish aware, scent aware policy. Highlighted newly revised lunch hour times, Strong Beginnings days and Truth and Reconciliation Week.
5. **Election of OPAC Executive and additional volunteer roles:** Andrew presented a list of positions as circulated in the agenda. Andrew made a motion to accept the slate of candidates. Amanda seconded. Members voted the slate of candidates as presented.
 - a. Chair - Suzanne Millar elected
 - b. Vice-Chair - Andrew Isaacs elected
 - c. Secretary - Amanda Robinson elected
 - d. Treasurer - Barry McKay elected
 - e. Fundraising - Cassandra Acland & Nadia Selby elected
 - f. Hot lunch coordinator - Pauline Lauder elected
6. **Financial Report:** Barry provided the OPAC financial account balance of \$8526.12.
7. **Lunch program funding update:** Tanis provided a lunch program update as part of her Principal's Report.
8. **Update on lunch supervisor payroll and fees:** Tanis reviewed the planned program for 2021-2022, including supervisors and financials as part of her Principal's Report.

- 9. School Clothing:** Tanis reported that an online clothing store fundraiser through Kahunaverse is ready to launch, including Oakenwald branded sweatshirts, t-shirts, sweatpants, toques with school logo. Five dollars from each item sold will go towards the lunch program. The store will open early October and is planned to stay open for at least one month.
- 10. OPAC Email Address:** An email address for the OPAC executive will be created that will forward email messages to the members of the Executive. This item will be added to the next agenda.
- 11. Other Business:** Discussed the possibility of using Munchalunch for fundraising lunches.
- 12. Short Round Table Discussion:** Discussed how kids are adjusting to the new school year. Kathy requested that OPAC consider providing funds for the revitalization of books in the school's classrooms and library. Tanis recognized Andrew for chairing OPAC during the pandemic, with thanks.
- 13. Future Meeting Plan:** Future meetings to be held on the last Wednesday of each month from 7:00-8:00pm. The next meeting will be October 27, 2021, 7:00-8:00pm.
- 14. Andrew made a motion to adjourn at 8:18PM.**

Principal's Information Report to OPAC
Sept 29, 2021

1. Enrolment update – 181 students (last year we began in September with 187 students). The K class is our largest class (27 students currently), 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. Stovel has been rehired as a full-time EA.
 - b. Ms. Makkar joins us as a new full-time EA.
 - c. Ms. Ibrahim returns as a temporary full-time EA, filling in for someone on leave.
 - d. Ms. Anderson is our new teacher librarian.
 - e. Ms. Donohoe is our new grades 3-6 French teacher. Ms. Megalaa is our new K-6 Music teacher.
 - f. Ms. Dzik and Ms. Qiu are both new to us for grade 3/4 classes, covering two different teacher leaves of absence.
 - g. Ms. Murray is rehired as a School Support Team Member (including counseling). Our website has a full list of staff members.
3. Summer work:
 - a. Two more classrooms received brand new vinyl plank flooring (check out Instagram for pictures). Our interior front entrance doors were replaced and painted.
 - b. Our community garden was tended to by Ms. Murray and others throughout the summer, with students currently enjoying some harvested vegetables in class.
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. Our lunch time is 11:45 to 12:45pm (exactly 60 minutes), to match staff collective agreements. Our end-of-day time is now 3:35pm.
 - b. Strong Beginnings – Sept.24 and 27 – 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.

- c. Truth and Reconciliation Week – school closed September 30.
- 6. Lunch Supervision Program 2021-22 – We continue to be thankful for our lunch supervisors. We have 4 supervisors, one part-time EA, and one coordinator, supervising 7 rooms during the lunch hour when eating. Cohorting continues at lunch hour similar to last year, with students having 20 minutes of outside time and 40 minutes of inside time.
 - a. 2020-21:
 - i. We had an opening balance of approximately \$3900 in the bank
 - ii. we collected approximately \$26000 from families and \$4650 from the division (for approximately \$34000 in funds available)
 - iii. we had approximately \$40700 in invoices for pay (for 7 supervisors and one coordinator) plus other expenses including bank fees of approximately \$90/yr)
 - iv. COVID19 funding from the province paid for approximately \$6800 of invoices we were unable to pay, leaving us with approximately \$170 in the bank as of June 30
 - b. 2021-22:
 - i. We are anticipating collecting \$27540 from families and \$4235 from the division (totaling \$31175)
 - ii. We currently have four full-time supervisors and one part-time EA working. No microwaves are being used (COVID19 protocols).
 - a) One supervisor in each grade 1/2 classroom;
 - b) One supervisor for two of the grade 3/4 classrooms;
 - c) Ms. High, Ms. Thiessen, and the part-time EA cover the other grade 3/4 classroom;
 - d) One supervisor for the two grade 5/6 classrooms.
 - iii. With 4 full time supervisors and one lunch coordinator, I am anticipating at least \$25000 in invoices for pay. Note that the part-time EA does not receive pay through the lunch funds as I have scheduled her time during the school day to include lunch supervision, preventing this cost from coming from the lunch program. This is rare, and possible because we have 8 full time EAs working in our building this year.
 - a) One more lunch supervisor might be hired, if we are able to collect all lunch fees as anticipated.
 - b) For context, Oakenwald had only 4 supervisors for quite a few years in the 2010s. This was, I believe, partly due to lower enrolment (175 children in the school at the time).
- 7. School Clothing fundraiser – through Kahunaverse online store only – sweatshirts, t-shirts, sweatpants, toques with school logo. \$5 per item towards lunch supervision program. Does OPAC have a preferred window of time to have this online shop “open”?