**Dundas School Parent Council Meeting  
October 3, 2017**

**Meeting Minutes**

**Attendees:**

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| **Parent Council Exec** | **Parents** | **Staff** |
| Kelly Power | More names TBC | Principal Georgia Chatzis |
| Sarah Johnson | Laura Sossin | Vice-Principal Kristin McDonald |
|  | Juliana Duray Kikuchi | TDSB Staff: Michelle Monroe |
|  | Tracy Michalak |  |
|  | Audrey Gavin |  |
|  | Anne Smith |  |

**Agenda Items & Discussion:**

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| **Principal’s Update** | | **Discussion/Questions/Next Steps** |
| **Update on Re-Organization** | * As of September 12, the school was 25 students under * this resulted in a re-organization of several primary and junior classes * unfortunately very short timeline; decisions were made/reversed and not communicated clearly * did not receive the right information from TBSB re: collective agreements * Principal Chatzis offers a sincere apology on disruption and confusion | * Thank you from parent for apologizing; was a bit confusing * Question whether this is the end of re-organization until next year; Principal Chatzis said likely no others but cannot promise that. * As a next step both the Principal and VP are hoping to start regular “Coffee Chats” with parents * more casual atmosphere early in morning – hoping people can bring up anything they are concerned about or have questions on * suggestions on first event: Friday October 27 at 8:00 a.m. * Will promote in Dundas Digest (newsletter that is online and e-mailed weekly from Parent Council) and in Principal’s Newsletter (printed monthly and sent home with kids; link to content is also provided in Dundas Digest) |
| **Other School Population Items** | Grade 1 – 3 classes are about 20-23 students  Grade 4-5 classes can go up to 35 students  Current population of school is about 380 students.  This is about 100 students more than last year.  School will constantly be growing and expanding; Dundas is the designated school for all the new housing (affordable and market rate housing in (former) Pan Am Village and East Donlands.  School will probably go to maximum of 600 students. |  |
| **Update on School Nutrition program** | Program has grown this year again – feeding about 300 students  Main lunchroom chef remain Louisa and Lina (TBC)  Additional staff help with bringing food in and out of gym and doing dishes  Additional parents and friends of school are volunteering in lunchroom to serve kids and help monitor behavior | Principal has requested extra staff to help with logistics of meal (doing dishes); request has been approved through the foundation that sponsors the lunch program. |
| **Facilities Update** | Work continues on new HVAC system for entire school; final touches to be complete soon; company will be here again when cold weather sets in to start up the system and ensure it is running properly.  New work is starting to retrofit two classrooms (132 / 134) to be FDK rooms (need in-room sinks and toilet). | Question about old sink in another room; quite a wide counter in front and small kids cannot use easily; Principal Chatzis said new sinks are much better designed (Room 131 is the example for new rooms) |
| **Extra enrichment opportunities** | Very happy to report partnership with Young People’s Theatre – have provided tickets to plays for $5 – several classes going to see plays there this Fall.  Also have partnership with the 905 Raptors – several classes will see one of their games at the ACC. |  |
| **Vice Principal’s Report** | | **Discussion/Questions/Next Steps** |
| **Introduction** | Kristin McDonald – sharing VP role with Dundas and with Queen A. Very excited and happy to be at Dundas.  Has a background in Special Education |  |
| **Safe & Caring School Committee** | Establishing the ‘Safe & Caring School’ Committee; TDSB mandates that all schools have one (not a committee of the Parent Council)   * must have staff and teacher reps, parent and student reps are desirable as well. * Committee looks at safety within the school (to include fire drills, accessibility, access to school etc.) as well as “caring” elements (could include anti-bullying, inclusion initiatives). * First initiative will be to establish some baselines in the school and determine what could be improved; set up ways to track potential improvements. | * First meeting of the Safe & Caring Schools Committee will be October 24, 2017 at 11:30 – 12:30. * Will be advertised in the Dundas Digest and in the Principal’s Newsletter * Both Tracy Michalak and Anne Smith have offered to be parent reps; can report back to the council as well. |
| **School Council Update & Executive Elections** | |  |
| **Introduction** | Michelle Monroe works at TDSB and her role is to work with Parent Councils across the city so they really have best practices in terms of how to operate and what to do; councils should have  Parent Council responsibilities are actually set out in Regulation 612; establish a mandate for Parent Councils that they are to consult with community and advise the school.  Council members are all the parents that commit to attending meetings (as much as possible) and helping out with events (as much as possible).  They should all be nominated and acclaimed (or in some cases elected). They are then able to vote on Parent Council motions/direction.  Council executive (eg. Chair, Secretary, Treasurer) are the parents that lead and organize but rely on all of Council to make decisions and participate.  The elected members of Council can then nominate and acclaim (elect) those executive roles.  Some schools also have community partners on their Parent Council – local businesses etc.  Council needs to represent the school community – need to know the demographics of the school – TDSB has that information.  Need to know what parents are interested in and they will come out for Council meetings and events.  Council can establish Committees to work on specific areas of interest/concern – ie. Newsletter, Fundraising, School Garden, IT/Library Resources.  Committees of council should be made up of one or two council members with remaining participants being parents NOT currently on council – this is a way to reach into parent community and grow the council and executive year over year. Also avoids the Executive members doing all the work and burning out.  These committees should research and make plans and report back to Council to gain approval and then move forward. | Former Executive members have a copy of the Council By-laws. Need to be updated and refreshed for current council and executive. |
| **Election of Parent Council** | ***Note: Elections are for one school year only.***  All parents present filled out nomination forms and were accepted as members of Council. They are voting members.  Names TBC |  |
| **Election of Parent Council Executive** | Co-Chair: Audrey Gavin  Co-Chair: Tracy Michalak  Treasurer: Juliana Duray Kikuchi  Co-Secretary: Anne Smith  Co-Secretary: TBC  Note: Laura Sossin is the Newsletter lead for 2017-2018. | Outgoing Execs are committed to on-boarding the new executive members; date and time TBC.  Outgoing:  Co-Chair: Melissa Armstrong  Co-Chair: Sarah Johnson  Treasurer: Hong Mei  Secretary: Kelly Power  Gardening: Laura Khoo |
| **Other Business** | |  |
| **Status of Silent Auction** | Parent (Name TBC) asked about whether the school will have the Silent Auction fundraiser this Fall; has gift baskets that she can donate to the school. | Consensus was that the Silent Auction event similar to last year’s likely cannot go forward at this time – there is not enough time to plan. Could have a smaller event in the school cafeteria or perhaps at the Ralph Thornton Centre? Could offer the baskets as Raffle prizes.  Newly elected executive needs to be on-boarded and then this item can be brought forward to Council. |
| **Suggestion for Halloween Event** | Parent (Name TBC) asked if there was interest in holding a “Costume Swap” before Halloween. Opportunity to donate older/smaller costumes for use by other kids; people can take one costumer per child for free if donating or not. | Parent who made suggestion and potentially Laura Sossin (TBC) are to discuss further and determine details; promote event through Dundas Digest and posters/flyers. |
| **Bake Sale update** | Usually Treasurer would report back on Budget/banking of council at every meeting. Kelly Power can report that the bake sale raised $500 (TBC) and the donations for the hot dogs raised $740 (TBC). |  |
| **Thanksgiving Baskets** | Principal Chatzis reports that the school has been donated 150 baskets for Thanksgiving – will be distributed out to families within Dundas | If anyone knows of any family who would be interested please pass on the information. |
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