# **Bloor Collegiate Institute**

# **Parent and Community Council Meeting**

# **Monday January 14, 2019**

Attendees: Catherine Ford, Muhammad Nisar, Janet Webster, Li Duo Lao, Tran Thanh, Mandy Tidy, Matthew Douglas (teacher), Suping Chang, Harold Dremin, Aileen MacDonald, Claudia Jin Baptist, Margie Peskin, Wendy Xu, Molly, Yibing Yn, Hiang Hong, Susana Arnott (Principal), Nora Rivaud (teacher rep), Ray Lei (student rep)

Regrets: Karen Kane, David Hildebrandt, Suzie Kuntze, Julie Chan

## Introductions and Welcome (Catherine Ford)

* Minutes for last month’s meeting were sent Sunday January 13. Due to the time constraint, it is not possible to ask they be approved at this meeting. Catherine requested any amendment be sent to her later this week.
* Catherine suggested the by-law agenda item be moved to a later time in the meeting.
* The Student Rep presentation was added to the agenda.

## Student Rep Presentation (Ray Lei, Student Council Spirit Coach)

* Susana introduced Ray, this meeting’s student rep. In addition to Ray’s role as Student Activity Council (SAC) Spirit Coach, he is also an international student.
* Ray reported the students were currently working on Bloor sweaters and t-shirts. Upcoming student led activities were the semi-formal (Feb 14), Chinese New Year celebration, and a multi-cultural week planned for after March Break.
* Ray informed the council that in future, student reps will be rotated to attend parent council meetings.

## Presentation: School Council 101

## Michelle Munroe, Parent & Community Engagement Office (PCOE), TDSB

**Slide presentation:**

[**https://tdsb.on.ca/Portals/0/Community/docs/SchoolCouncil101.pptx**](https://tdsb.on.ca/Portals/0/Community/docs/SchoolCouncil101.pptx)

**Key points added by Michelle Munroe in her presentation to council:**

**PIAC**

* The Parent Involvement Advisory Committee (PIAC) is committed to strengthening the partnership (between students, parents, teachers, principals, staff, trustees, school boards, government, and the community) and is committed to assisting parents and school councils in ensuring student success in education.
* Each Ward has representatives – additional information can be found here [PIAC](http://www.torontopiac.com)

**By-Laws**

* Each school shall make the following by-laws:
1. governing election procedure and filling of vacancies in the membership of policy
2. establishing rules regarding participation in cases of conflict of interest
3. a conflict resolution plan for internal School Council disputes, in accordance with TDSB policies
* The Council may define more as they see fit. It can be as little as 2 pages defining the three points listed.
* Primarily, council must decide how many parent reps sit on the council as voting members. The parent reps shall outnumber any other kind of rep (teacher, staff, community, student).
* The elections are held to fill the parent membership positions, with all parents/guadians of the school eligible to vote. Teacher, student, community reps are selected by a similar process, with each group nominating and voting among themselves. A second election is held to determine executive positions, such as Chair, Secretary, etc. The executive positions are voted upon by the voting members of council. The Principal does not vote, as they are not a voting member of council.
* It is the Principal’s responsibility to send out the election info and names to all parents of the school for the parent reps, and to work with council to set an election date.
* Michelle suggested the by-laws worked out by BCI Council be sent to her for review, to make sure they do not violate regulatory requirements and TDSB policy. The bylaws can be effective for next year if they approved in a council meeting prior to the start of the school year.

**Reporting**

* Each Council is responsible for submitting an Annual Report at year end.
* Michelle will send the link from TDSB re: guidelines for donations.
* Donations to support schools must be tallied and reported upon each year, even if completed through the charitable donations process.
* Donations from parents go to a central TDSB office which then credits the school. Parents can request donations be streamed to a particular department or activity, e.g., at the school’s discretion or for pre-set items
* Council should decide how non-designated donations on its behalf should to be allocated before soliciting.

**Engaging Families**

* Parents are engaged in parent councils when the information is relevant to them.
* E.g., high school and postsecondary pathways – credit accumulation and selection, optional attendance, mental health and well-being, cannabis workshops. Parental interest can then be converted to recruitment to council.
* Aileen asked if schools were allowed to insert an “opt in” or “opt out” for parent’s email information to be forwarded to the BCI Parent Council as they already collect parent data in the beginning of the year. Michelle confirmed the TDSB has no restrictions on doing do but said it is not really a matter of “opt in” or “opt out” but of consent. Parents must make explicit consent to the collection of their personal information, including email addresses.

**Parent Reaching Out Grant**

* Michelle informed the council that there had been a delay in approval. The Ministry of Education had approved the grants Dec 20th. She advised that this year’s grant be spent, as it was important to send the message to the Ministry that these grants are important.
* Catherine will check for receipt of grant, as this had been applied for.

**School Improvement Plan (SIP)**

* The SIP must be presented to Council by principal for consultation.
* While there have been a number of changes over the past few years, with the new director, the SIP currently includes achievement, well-being and equity.

## Update on Fundraising (Aileen MacDonald, Nisar Muhammad)

* Aileen and Nisar had met with Susana and Kym prior to holiday break. Susana had asked teachers to suggest items they would like. The requests from teachers were categorised under arts, technology and well-being.

**Arts:**

* + walkie/talkie set

**Tech:**

* + 3d printer
	+ large format colour printer
	+ 6 additional Mac Desktop computers

**Well-Being:**

* + team uniforms
	+ additional fitness room equipment
	+ wellness lighting
	+ products/supports for students in class e.g. bosu balls
* Aileen and Nisar will put together a plan to solicit donations, fine tune the list and work out costs. Susana said council can use TDSB CASH ON LINE, and parents will be able to donate specifically to their choice. All donations can be tracked and reported easily through Cash on line. Susana will report back to council the tally.
* Catherine offered Aileen access to Mail Chimp to facilitate communication. Gmail has a 500 email limit, whereas Mail Chimp can send out many more. She offered to help with editing requests and outreach.

## Communications and Outreach (Catherine Ford)

* Catherine has received 40 additional pink sheets/parent email information, for a new total of approximately 730. A number of these may be one parent with two email addresses, or families with more than one. A certain percentage do not work as the hand writing is indecipherable.
* Susana is still looking for the banner and hasn’t ordered a new one. She intends to wait one week before the next time the council needs it, to give the school time to find it.
* Parent council will not set up a table for the next February parent/teacher interview event. Parent council representatives shall wear ‘Ask Me’ buttons and circulate among parents while they are seeing teachers themselves.
* There is nothing new to report on website development.
* Catherine will resend David’s summary of developing by-laws again to council members.
* To follow up on Michelle Munroe’s advice, the council agreed that there will be 15 positions as parent member on council, and that it would be a good idea to include in the bylaw that quorum be a majority of sitting members of council.

## Co-chair report (Catherine Ford/Nisar Muhammad)

## Ward 9 forum

* The Ward 9 forum will be Jan 31, hosted by Bloor C.I. at 6pm.
* The new trustee Stephanie Donaldson will attend. Michelle McBride is council’s Ward 9 rep. All are welcome. There will most likely be an election then for a PIAC rep.

## Principal’s Report

## Susana Arnott

* Susana thanked Nora Rivaud and Matthew Douglas for attending.
* This month the school is occupied with course selection. She recommended all parents log on to the **My Blueprint** to help their children choose courses, track pathway and ensure sufficient credits for postsecondary. Course selection deadlines are important as the courses and numbers of teachers are dependent on enrollment to run. Susana stated each class needs roughly 20 students to run.
* The ‘Shopping Day’ format for courses run in previous years where kids could visit other classes to see what they are like, has been changed due to the increased student body.

Teachers have planned to host a different department each day during lunch time for students to explore courses.

* Two days of exams coming up, which include Gr 10 TOPS Math, Gr 10 Civics & Careers, Gr 9 Business, ESL classes, Gr 12 Advanced Functions. The mock grade 10 literacy exam for EQAO is Jan 23. These will be marked by teachers who will then target kids that need help and give additional support.
* Ms. Singh passed away recently. She was very loved by the community. Susana ensured a school psychologist and social worker were present at the school to offer counselling to students and staff.
* The demolition of Brockton Secondary School (the existing building) has started in order to make way for the new school. Susana has looking over the plans and intends to go to board for a final consultation. She consulted with BCI teachers to garner their input. The school plans are on line.
* The School Improvement Plan (SIP) is aligned with the TDSB’s Improvement Plan, mirroring their goals of achievement, well-being and equity. The board has challenged the TDSB staff to address their own issues of equity, in addition to student equity.
* Susana will bring the school budget for the next meeting.

## Other Business:

* Aileen highlighted areas she would like to raise with Ward 9 trustee Stephanie Donaldson and TDSB on behalf of council (see below). Catherine suggested that the trustee issues also be raised with Michelle McBride, the Ward 9 parent rep.
* Aileen confirmed she has offered to organize a ‘thank you’ coffee and lunch for the teachers on Jan 24th on behalf of parent council whilst they are marking the mock exams.

Next meeting: Emily Paradis has asked to speak about Build a Better Bloor-Dufferin.

Meeting adjourned 8:54 PM

## Challenges to highlight with Ward 9 Trustee

**Bloor Collegiate Construction Communication and Updates**

**Challenge:**

To create better awareness of and potential involvement in the construction activity and progress between developers and partners, TDSB, school administration, neighbours, students and parents.

To keep all stakeholders up-to-date on upcoming actions required by the construction in order to reduce the impact on the school operations and improve safety for all.

Current example – BCI and neighbours were unaware of the fencing recently installed around Brock School. Fencing within the first week has been moved by residents or students. The school has concerns and suggested improvements to the fencing, and its impact on walkability and parking.

**Next Steps:**

Increase the school administration and community involvement in planning and decisions with respect to the construction.

Put together a working group with regular meetings and communication to all stakeholders.

Address the immediate concerns about the fencing pre demolition – quality of fence, placement, additional gates on the field, enhanced or planned walkability, parking and security cameras for the demolition site.

**Creating a Fitness and Well Being Space**

**Challenge:**

Currently BCI is not able to accommodate all students wishing to take physical education due to the size of the gymnasium and growth in enrollment.

To have TDSB facilities undertake putting a window between two rooms at BCI to create a fitness area that will accommodate a full class and allow for visibility and adequate supervision by one teacher.

There are two adjacent rooms which could be set up as a fitness space (one side already holds work-out equipment). These two rooms would allow for an expansion of health and fitness classes, if a window or opening could be cut out of the adjoining cement wall.

Next Steps:

Determine the contacts at the TDSB to have this project listed and scheduled by Facilities.

**Improvement to BCI Maintenance**

Challenge:

As little capital has been invested in school infrastructure, the facilities are both poor and not well kept. Understandably, expenditure on repairs and upkeep will be minimized over the next two years, but additional efforts will be required to maintain and clean the environment.

Current maintenance staff are not consistent and familiar with the site. Additional resources are required for cleaning given the state of the school and its history.

Next Steps:

Determine the contacts at the TDSB to have existing janitorial staff allocation reviewed and / or additional regular maintenance staff scheduled.

Susana and Kym to provide additional details here?

**Removal of the TDSB Food Distribution Centre**

Challenge:

Currently a portion of BCI is used by the Board as a distribution centre for food destined for various area schools. The centre is stocked and food distributed on a daily basis by large transportation trucks which pose additional onsite traffic hassles, congestion to the reduced parking onsite and a safety risk and walking pattern changes to accommodate construction.

Next Steps:

Determine the contacts at the TDSB to have this distribution centre moved to another alternative available space / location during construction.