**Roywood School Advisory Council Meeting Minutes**

**Date:** Wednesday October 27, 2021

Time Council Meeting Began: 5:35 pm

**School Council Objective for the 2021/2022 School Year:**

* To create an inclusive community focused on supporting parents, students’ and community members at Roywood.
* To promote emotional support to the community by bringing awareness to mental health and well-being, anti-bullying and what it means to have empathy.

**Attendees:**

Penny Kanellos-Mavraganis – Acting Principal

Jayne Bossert – Teacher/Attendee

Rachael Richardson – School Chair

Alamikah Taylor – Voting Member

Tahani Yousfan – Voting Member

Saeideh Azad - Parent

**Welcoming Guests:** No guests were in this meeting.

We only have 13 virtual students in Roywood. This year it is only virtual learning, they have been placed in a virtual class that another school is hosting.

We have 127 students in-person students, with a well-rounded number of students per class. The great news is we didn’t have to re-organize in October.

We did have to move around a couple of students in the grade ¾ class. There must be a minimum of four grade 4 students in order to have a grade ¾ split class.

We are very lucky that we have a healthy in-person number in our school!

We have healthy numbers throughout the classes!

Roywood is well staffed and supported within our school! We didn’t have to re-organize and we are very thankful for that.

**COVID Guidelines & Procedures Update:**

Our operational guidelines keep being updated and we are following the directions given by Public Health and the TDSB. We are doing well; we are keeping everyone safe and doing our best to do so.

Students are wearing their masks, keeping them on for the most part. We have a few reminders throughout the day, but overall, we are doing well when it comes to wearing their mask.

We have an abundance of protective equipment. We are never out of hand sanitizer and masks if a student needs one. We have a healthy stock of PPE in our school.

**Routines and Lunch:**

We are keeping our students in their cohorts; however, we have a few hiccups with keeping the grade ¾ and the 4/5 students in their cohorts at lunch duty. Ms. Taylor is managing it very well, but at times we had to remind a few of our students to remain in their cohorts. We are still trying to figure this out and it will be helpful If parents can remind their children to stay in their cohorts during recess breaks.

**Lock Down & Fire Drill Procedures:**

As per the newsletter, we are required to do Lock down and Fire Drill practice drills.

**Sick Kids Hospital Partnership:**

Sick Kids Hospital has provided us with saliva covid testing kits. We are putting them to good use! Parents are very happy with that. The main difficulty we have had so far is the delay with the test results. There is a lot more testing that they are doing, and more schools are also on board.

**IT Update (Ms. Bossert):**

We are well equipped with technology in our school. We were lucky to be a part of the pilot program, where grade 5 students will receive a Chromebook. The Chromebook will be able to be used for the duration of their time in Highschool (4 years). When applicable, the Chromebooks will be swapped for updated versions.

This is a great piece in the classroom! The Chromebooks are to be used in the classroom and then brought home to continue and support their learning. This also teaches our students on how to take care of their Chromebooks and be responsible for them.

The Chromebooks are assigned to the students through the system.

This pilot program will continue for a few years at the least. Ms. Bossert will continue to learn more about this very exciting new program!

**Next Switch Date (In-person to Virtual or Reverse:**

A newsletter will be sent out to the Parents/Guardians by TDSB in December. The official switch date will be in February of 2022, if parents would like to switch their child(ren) from In-person to Virtual or Virtual to In-person.

Please look out for the letter and more information in the upcoming month.

**Presentation from the Acting Principal (Slideshow):**

The Presentation included the role of the School Councils and how the council builds partnerships with the community and parents to support the learning of our students. We also discussed each role and rules of the council members and how the council works with the Principal and Administrator of the school.

**Elections Update:**

The votes are in! The principal received 3 copies back from the parents. Those parents chose to be voting members. Unfortunately, there were no votes for any executive roles (School Chair, Co-chair). Due to the voting results, the Council members including the Current Chair (Rachel Richardson) will remain as is in the meantime. Due to the results of the votes, the Acting principal will reach out to Michelle Munroe and the board to discuss what steps need to be taken, if any.

**Outdoor enhancement** – Ms. Taylor brought up an idea for the school to enhance the outdoor play areas for the students at recess. The school has requested that games/ activities be painted on the playground pavement for further student engagement during break times. The notifications requesting the project be done has been placed and we are waiting for an approval.

**Principal’s Report:**

**School Budget 2021/2022:**

Every year, the school council is given $300 to use for parental engagement and activities for our school community. Since we are virtual, the council will discuss how this money will be allocated towards parent engagement/support programs, activities, special events, wellness, etc.

We can also apply for various grants and get keynote speakers involved if interested.

School Budget for 2021/2022: $30,235

The Principal, Administrator and Ms. Bossert will be looking into how the funds will be allocated within the school, classes, circular activities, and programs for Students and Teachers. This will also be discussed with the council and presented to the parent community of the school.

The school is also looking into purchasing more assisted technology (smartboards, tablets, Chromebooks) for the benefit of the younger students (JK, SK, Grade 1).

School generated funds financial plan – budget line for the School Advisory Council where all the monies are held - $8,872.76 opened with in July 2020. The existing balance as last recorded was $8,872.76.

Friendly Reminder: School Advisory Council should never carry budgets forwarded to the next school year unless monies have been marked for specific items. A fundraising plan is always needed as per TDSB polices before fundraising activities begin. The intent of fundraising is to ensure that families benefit from the funds raised during the year that the funds have been raised. The Council should not be focus on any additional fundraising activities until the current funds raised are spent on family and parental engagement.

**Tentative Upcoming Council Meetings:**

November 9th – 5:30 p.m.

December 9th – 5:30 p.m.

The community will be updated once these dates are confirmed, or if the dates/times needs to be rescheduled.

Penny Kanellos-Mavraganis will be leaving the school on November \_\_ as she is retired and is only available to us for 50 days.

**The SAC meeting ended at 6:32 pm, January 20, 2021**